



**JOB TITLE:** Registered Products Administrator  
**DEPARTMENT:** Operations, Worldsource Wealth Management Inc. (“WWM”)  
**REPORTS TO:** Director, Administration or their designate  
**LOCATION:** Markham, ON

**JOB STATEMENT:**

Working in a fast-paced environment, the Registered Products Administrator is responsible for all processes and procedures related to the operation of Registered Plans, such as Retirement Savings (RRSP), Retirement Income (RRIF), Education (RESP) and Locked-in plans (LRSP, LRIF). This highly motivated and energetic candidate must ensure all requests and inquires from advisors, clients and head office are processed accurately and in a timely manner according to the established service level agreements. Respective control accounts are reconciled by the established deadlines.

**ESSENTIAL FUNCTIONS:**

- Processing RRSP withdrawals;
- Administering RESP accounts and RRIF accounts, including set up and payout of minimums;
- Conducting special processing for Estates, Home Buyers, LLP, Marriage Breakdown, Court Orders, etc.;
- Recurring Events set up and ongoing support (PAC, SWIP);
- Reconciling Control Accounts;
- Responding to client service inquires related to registered products; and
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Post-secondary education
- Minimum of 4 years of registered product administrative experience
- Excellent communication and organizational skills
- Excellent attention to detail, and problem solving skills
- Knowledge of client tax reporting
- Ability to work independently as well as in a team environment
- Knowledge of Dataphile is an asset

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@worldsourcewealth.com](mailto:hr@worldsourcewealth.com).*

*Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*