



**JOB TITLE:** Senior Administration Representative - Banking (1 Year Contract)  
**DEPARTMENT:** Operations, Worldsource Wealth Management Inc. ("WWM")  
**REPORTS TO:** Manager, Administration  
**LOCATION:** Markham, ON

**JOB STATEMENT:**

Reporting to the Manager, Administration and working in a fast-paced environment, the Administration Representative will be responsible for processing all banking related functions. This highly motivated and energetic candidate must have a keen eye for detail and a penchant for accuracy. The candidate will be responsible for taking the initiative to resolve issues in a proactive manner.

**ESSENTIAL FUNCTIONS:**

- Analyzing and disseminating all incoming email requests received in the Banking inbox to team members;
- Identifying emails that are top priority based on trade deadline or bank file cut off time;
- Reconciling weekly and monthly control accounts;
- Posting the Managed account fees in the Dataphile module on a monthly basis;
- Reconciling Pureflex fees from the fee module vs the client account;
- Managing all NSF's related to fee based account and take care of all MFDK emails;
- Keeping an eye on fund mergers notifications and recognize the impact to fee based events;
- Answering questions related to missing fee set ups, explaining how outstanding fees can be collected and full understanding of how the system calculates the fee;
- Liaising with team members when multiple request are received in the same email;
- Assisting with the testing of quarterly statements and any new system conversion testing;
- Assisting with EFT approvals and bank file uploads;
- Identifying areas for process improvements; and
- Performing other ad-hoc duties as requested.

**QUALIFICATIONS:**

- Post-secondary education
- 2 –4 years similar experience within the investment industry
- Strong customer focus, service orientation and professional acumen
- Strong attention to detail
- Excellent communication, organizational and listening skills
- Dedicated team player with the ability to take the initiative and be independent
- Knowledge of Dataphile and ISM or Open Advantage, 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.*

