

**JOB TITLE:** Compensation Administrator (1 Year Contract)  
**DEPARTMENT:** IDC Worldsource Insurance Network (“IDC WIN”)  
**REPORTING TO:** Vice President, Operations, Western Canada  
**LOCATION:** Vancouver, BC

**JOB STATEMENT:**

Reporting to the VP of Operations, the successful candidate is responsible for the basic administrative requirements in the accounting department of IDC WIN. The candidate must be detail oriented with solid communication skills.

**ESSENTIAL FUNCTIONS:**

- Reviewing and reconciling bank statements;
- Allocating and booking revenues on Excel;
- Reviewing bills and issuing monthly invoices to in-house advisors;
- Distributing advisor correspondence;
- Providing back-up support for front desk; and
- Assisting with other administrative functions as required and assigned.

**JOB SPECIFICATIONS:**

- Post-secondary education
- Strong interpersonal, oral and written communication skills
- Detail oriented and accurate
- Excellent analytical and problem-solving skills
- Ability to handle multiple and conflicting priorities
- Working knowledge of Excel, Outlook, Internet, WealthServ and Multiview 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.*

