



JOB TITLE: Compensation Administrator (1 Year Contract)
DEPARTMENT: IDC Worldsource Insurance Network Inc. (“IDC WIN”)
REPORTS TO: Vice President, Operations, Eastern Canada
LOCATION: Mississauga, ON

JOB STATEMENT:

The Contract Compensation Administrator will be responsible for providing key administrative support to the Compensation processing function of IDC WIN.

ESSENTIAL FUNCTIONS:

- Performing bank reconciliation for FundSERV revenue;
- Processing and reconciling the weekly Fundserv pay run and the weekly Life pay run;
- Handling commission inquiries from brokers;
- Processing discretionary payouts for specified brokers and managing their individual reports;
- Ensuring that the Life payouts are processed for the month and paid out by the first week of the following month;
- Managing the debt recovery and collection process;
- Generating and submitting monthly reports – FYC Production, Assets Under Administration;
- Processing reconciliation/top up payments for approved brokers; and
- Assisting the Contracting team with advisor transfers and block purchases.

JOB SPECIFICATIONS:

- Post-secondary education
- Excellent organizational skills
- Strong attention-to-detail
- Minimum of 2 years in a customer service oriented environment
- Experience in life insurance industry an asset
- Excellent oral and written communication skills with strong problem resolution skills
- Dedicated team player with the ability to take the initiative and work independently
- Working knowledge of Microsoft Products, especially Excel
- Strong aptitude for numbers

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.

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.