



JOB TITLE: New Accounts Administrator
DEPARTMENT: Operations, Worldsource Wealth Management Inc. (“WWM”)
REPORTS TO: Senior Manager, Registered Products
LOCATION: Markham, ON

JOB STATEMENT:

Reporting to the Senior Manager, Registered Products, and working in a fast-paced environment, the New Accounts Administrator is responsible for all processes and procedures related to the New Account Opening process. This highly motivated and energetic candidate must ensure all requests and inquiries from advisors, clients, and head office are processed accurately and in a timely manner according to the established service level agreements.

ESSENTIAL FUNCTIONS:

- Opening accounts through digital platform and directing packages to advisor and clients;
- Reviewing new accounts for Fatca/CRS/QI documentation;
- Applying new accounts for e-delivery and online access, statements and confirms;
- Assisting with the transition of new advisors to both MFDA/IIROC dealers;
- Ensuring workflow of documents and assignment to the appropriate department;
- Assisting with NFU’s for Nominee and client name accounts;
- Assigning return mail and ensuring accounts are restricted/advisor notification;
- Updating client information related to the type of accounts;
- Ensuring accounts are opened and transfers are tracked and processed efficiently within required service level agreements;
- Tracking and following up on delay in processing items; and
- Performing other duties as assigned.

QUALIFICATIONS:

- Post-secondary education
- Minimum of 2 years in a new accounts administration and processing environment
- Excellent communication and organizational skills
- Excellent attention to detail, and problem solving skills
- 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.

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.