



Position Title **Managed Accounts Administrator**

Location Toronto

Reporting To Manager, Managed Accounts

Reporting to the Manager of Managed Accounts Administration, the incumbent will be responsible for account data management and trading operations within the Managed Accounts group.

Position Overview The successful candidate must have sound knowledge of investments markets, strong organizational skills, client-service orientation and ability to work under time constraints.

Duties and Responsibilities

- Responsible for account data management to ensure accuracy for trading and modeling operations and report dissemination
 - Perform data reconciliation between custodial systems and the portfolio management and trading platform
 - Manage data transmission workflow; troubleshoot and resolve discrepancies
 - Maintain security corporate action processes, ensuring transactions are updated accurately and on timely basis.
- Manage workflow and perform trade and modeling operations to support Managed Accounts' central service activities:
 - Prepare and setup accounts on the portfolio management system for daily trading.
 - Track all trading requests received from Investment Advisor teams.
 - Assist the Managed Accounts trading team where required.
 - Post-trade review and audit of client holdings compared to assigned model weights.
- Responsible for the production and dissemination of quarterly and annual reports ensuring data is accurate and sound.

Education

- Canadian Securities Course (CSC) completed preferred.
- Undergraduate degree in Business preferred

Qualifications

- Minimum 1-3 years experience in a fee-based program.
- Strong service orientation that will be reflected in professional client interaction and quality of service delivered.
- Experience in portfolio management tools and fee billing systems an asset.
- Proficient in Microsoft Office Suite.
- Ability to work independently with minimal guidance.
- Very thorough and detailed oriented.
- Excellent organizational, interpersonal, written and verbal skills.
- Ability to working under time constraints in high volume situations.
- Flexible, team player, self-starter.