



Position Title **New Accounts Administrator**

Location Toronto

Reporting To Manager New Accounts

Position Overview The ideal applicant will be responsible to ensure all processing complies with AML standards and IIROC rules. This individual will work as part of highly motivated team, and is willing to deliver “best in class” service.

- Duties and Responsibilities**
- Daily review of account opening documents to ensure data is reflected accurately in our system
 - Ensure documents for verified ID comply with AML and QI rules
 - Review accounts opened daily for World-Check review and pending account opening documents
 - Restrict accounts from trading who have not submitted documents within IIROC and firm guidelines
 - Process address change requests
 - Prepare documents for scanning to an imaging system
 - Documents are scanned and welcome packages are prepared and mailed to clients
 - Complete other ad hoc requests such as on line account access, eft approvals, recurring event set up, statement house holding processing
 - Communicate clearly in telephone service and emails, maintaining good quality assistance
 - Able to follow policy and procedures
 - Responsible for finding solutions to better service advisor teams
 - Using Outlook, Microsoft Office Suite

- Education:**
- Post-secondary education or College degree required
 - Canadian Securities Course (CSC), will be an asset

- Qualifications:**
- Minimum 1 Year of experience in a New Accounts processing environment
 - Experience using Dataphile will be an asset but not required
 - Ability to work with minimal supervision, being proactive and able to make suggestions which will improve daily processing areas
 - Intermediate knowledge of Microsoft Office Suite
 - Good verbal, written and interpersonal communication skill to effectively communicate and resolve issues
 - Good time management and analytical skills
 - Team builder and willingness to work in a team environment