



Position Title: Registered Products Administrator

Location: Toronto, Ontario

Reporting To: Manager, Register Products

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

Duties and Responsibilities:

- Daily processing and administration of payments, withdrawals, contributions, swaps, internal transfers, marriage breakdown, home buyers withdrawals, LLP withdrawals, book value adjustments for all registered products
- Setting up RRIF, LIF, RLIF payment profile
- Process special unlocking request for various pension bodies
- Communicate with branches, internal department, Computershare’s, compliance regarding related enquiries
- Awareness of policy changes in connection to all registered products
- Setting up PAC’s and SWP’s
- Communicating with branches and internal departments on CRA and Pension regulations
- Fee processing for manual withdrawals
- Prioritize work flow to avoid escalations
- Willingness to learn new system relevant to GMP processing
- Various administrative tasks – filing, editing, faxing etc.
- Perform additional duties which may arise from time to time

Education:

- Post secondary education or College degree required

Qualifications:

- Minimum 2 Years of experience in Registered Product processing environment will be an asset
- The knowledge of RRSP, RRIF, LIRA, RESP and TSFA regulations and procedures will be an asset
- 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 Word, Excel, Outlook
- 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