

## **JOB POSTING**

**JOB TITLE:** Compensation Administrator  
**DEPARTMENT:** IDC Worldsource Insurance Network Inc. ("IDC WIN")  
**LOCATION:** Mississauga, ON  
**REPORT TO:** Manager, Compensation

The role of the Compensation Administrator at IDC WIN is to provide key administrative support to the Compensation processing function of the company.

### **ESSENTIAL FUNCTIONS:**

- ◆ Processing and reconciliation of the weekly Life pay run;
- ◆ Downloading, reviewing and posting carrier statements;
- ◆ Handling commission inquiries from brokers;
- ◆ Processing discretionary payouts for specified brokers and managing their individual reports;
- ◆ Managing debt recovery and collection process;
- ◆ Generation and submission of monthly reports;
- ◆ Processing advisor transfers and block purchases;
- ◆ Performing other administrative functions as required and assigned.

### **JOB SPECIFICATIONS:**

- ◆ Excellent organizational skills
- ◆ Strong attention-to-detail
- ◆ Minimum of 2 years in a customer service-oriented environment
- ◆ 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
- ◆ Industry experience and knowledge with Wealthserv, Fundserv, Multiview programs will be 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 [careers@worldsourcewealth.com](mailto:careers@worldsourcewealth.com).  
We thank all applicants for their interest but only those selected for an interview will be contacted.  
For those selected for an interview, please note that accommodation is available upon request.*

