



Back Office Administrator

Cormark Securities Inc. currently has an opportunity for a permanent role in our Operations group as Back Office Administrator.

Duties include:

- Daily calculation of client margin balances and follow up on delinquent accounts as required
- Daily reconciliation of trustee balance for registered accounts
- Processing RRSP and TFSA contributions and withdrawals to client accounts
- Preparation of cheque and wire requests on behalf of clients
- Initiate incoming transfers and approve outgoing transfers, liaise with cage
- Positing interest rates for client accounts
- Reporting of firm short positions to TMX
- Provide back up to Names & Address role
- Internal reporting of daily commission

Qualifications:

- Experience with IBM SIS online system
- Proficiency in Microsoft Excel
- Strong attention to detail and organization skills
- Desire to work in a team environment and willingness to help out in other areas when needed

For further information on this role please send your resume to khealey@cormark.com