

Job Posting: Trust Administrator



Job Status:	Full-time
Reports to:	Senior Trust Officer
Posting Date:	April 26, 2018
Location:	Downtown, Vancouver
Job Title:	Trust Administrator

About Solus Trust Company Limited

Solus Trust Company Limited is a privately owned, non-deposit taking independent trust company with no affiliation to big banks or investment firms. We are dedicated to offering personalized fiduciary services in British Columbia. Our independent, unbiased approach reduces the conflicts of interest traditional trust companies have when offering their own services and investment products. Solus Trust provides solely trust and estate services.

Founded in 2005, Solus Trust Company has grown to become one of British Columbia's largest trust companies. Independence, decades of in-depth technical experience, local presence and personalized services make Solus Trust unique among corporate trustees.

At Solus Trust, we specialize in professional fiduciary services. These services exclusively include the management and administration of trusts, estates, power of attorneys and agencies.

Position Overview:

Solus Trust is looking for a trust and estates professional to join one of British Columbia's fastest growing financial institutions. The ideal candidate will be experienced, provide outstanding quality service, act with integrity and be forward thinking.

The Trust Administrator will be responsible for supporting the Trust Officers with the administration of various estates and trusts, power of attorney and agency engagements providing timely, efficient, and accurate administration to ensure a seamless delivery of



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client service. Team play is an important skill in this role as success is dependent on working in co-operation with others.

The Trust Administrator will possess technical knowledge of estates and trusts, powers of attorney and agency accounts, together with experience in the administrative aspects of such accounts.

The Trust Administrator will be responsible for account specific administrative tasks including communication with clients and third-party organizations, as well as support in completing back-office department functions.

The Trust Administrator will assist the Trust Officer with client account administration providing quality service and efficient, accurate and timely account administration.

The Trust Administrator will ensure that all account information on internal systems is up to date, complete, and accurate. As required, the Trust Administrator will provide training to new employees, assist others and provide back-up relief to other positions.

Requirements:

- Post-secondary education or equivalent industry experience;
- Estate and/or trust experience and knowledge of fiduciary responsibilities;
- Experience in financial or trust services involving knowledge of trust accounting principles and systems;
- Experience dealing with confidential situations;
- Enrolment in or aspiring to complete professional designation/diploma (TEP, CETA, or MTI) preferred;
- Fluency in English required, fluency in Mandarin would be an asset.
- Valid BC Driver's License.

Skills:

- Experience working in a team combined with strong service skills;
- Effective written, verbal and electronic communication skills;
- Organization and the ability to prioritize and multi-task;



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- Accountability;
- Ability to complete time-sensitive tasks effectively and efficiently;
- Can work under pressure to meet deadlines;
- Comfortable working with financial statements;
- Ability to work effectively with others and present yourself and the company as a professional business partner with clients and partners;
- Sound judgement, critical thinking, problem-solving skills, curiosity and strong attention to detail;
- Ability to work with minimal supervision and with others as a team player;
- Ability to deal compassionately with clients under stressful circumstances, including following the death of a loved one. Clients may also have mental health and / or substance abuse issues; and
- Comfortable with trust accounting software.

Job Functions and Responsibilities:

- Assist Trust Officer to manage immediate concerns for client, such as funeral arrangements, care of assets and dependents.
- Interact with professionals or institutions associated with the client to redirect mail, cancel services, secure property and ensure compliance with legal and tax requirements;
- Monitor client account activity and balances, including paying bills, managing client requests and raising funds;
- Prepare quarterly accounting for review by Trust Officer;
- Maintain files systems for client accounts;
- Other duties as required.



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Company Development:

- Understand systems and document processes to identify areas for improvement and to develop best-practices; and
- Other duties as required.

Personal Development:

- Take necessary courses to achieve next steps in desired career path within the organization; and
- Attend relevant industry seminars and presentations.

Solus Trust Company offers a dynamic workplace, prime downtown office location, and generous benefits package.

Please, send your cover letter and resume to **jobs 'at' solustrust.com** by **May 31, 2018**.

We thank you for your interest. Please note that only successful applicants will be contacted.