



**Trust Administrator
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 solely 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.

We are seeking a full-time trust and estate professional to support 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 client service.

Duties and Responsibilities

Trust File Administration

- Support Trust Officers with specific targeted files to completion.
- Ensure all account information on internal systems is current, complete and accurate.
- Monitor specific client account activity and balances.
- Monitor management plan adherence for beneficiary accounts.

Client Relations

- Assist Trust Officers with personalized service to clients/beneficiaries, exemplified by timely and accurate account administration.
- Demonstrate technical expertise, to identify needs and concerns of clients, their advisors and where applicable, the co-trustees.

Administration

- Administer estates, trusts, power of attorney and agency accounts.
- Coordinate all administrative responsibilities prior to and after death of client and their estates.
- Review and collect accounts receivable for all active clients and complete quarterly file audit.
- Facilitate and maintain internal audit procedures in conjunction with other Trust Department members.
- Contact service providers, government agencies and other related parties when necessary for account administration purposes.
- Support other team members.

Qualifications and Skills:

- Post-secondary education or equivalent industry experience with trust administration, legal administration and/or accounting.
- Experience in financial or trust services including knowledge of trust accounting principles and systems.
- Expert estate and trust accounting and administration experience and knowledge of fiduciary responsibilities.
- Thorough knowledge of relevant estate, tax, trust, incapacity, business, family and charity law.
- Working knowledge of foreign jurisdiction connection issues and implications.
- Exceptional client relations experience dealing with confidential and complex situations.
- Enrolment in or aspiring to complete professional designation/diploma (TEP, CETA, or MTI) preferred.
- Fluency in English required, fluency in Asian languages would be an asset.



What We Offer and What to Expect:

- A dynamic and inclusive workplace
- Prime downtown office location, with option for hybrid remote/office work arrangement
- Top tier compensation, benefits, and vacation package

Solus Trust is committed to the health and safety of our team members as well as the elderly and vulnerable clients we serve. As such, we have implemented a mandatory vaccination policy requiring that all employees must be fully vaccinated against COVID-19. Should there be a need for an exemption based on the BC Human Rights Code protected grounds, then reasonable accommodations will be made upon request. These will be reviewed and discussed on a case-by-case basis.

How to Apply:

Please submit your cover letter, including salary expectation along with a resume to: jobs@solustrust.com.

An offer of employment is conditional on Solus Trust receiving satisfactory employment checks including criminal, credit, civil, regulatory (as applicable), and reference checks. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. No agencies please.

For more information, please visit: www.solustrust.com.