*At Raymond James, **we** develop, **we** collaborate, **we** decide, **we** deliver, and **we** improve together*.

Solus Trust Company (STC) is an affiliate company of Raymond James Ltd. (RJL), Canada's leading independent investment dealer offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs. STC provides personal estate, trust, and agency services to clients of RJL, its correspondent services clients as well to clients referred externally via Centers of Influence and other financial institutions.

Trust Administrator

(Future Opportunities)

Click here to apply for this opportunity

How does this role impact the organization?

Working within the Trust Services Team, the Trust Administrator will report to the AVP, Trust Operations. You are an experienced and trusted administrative support associate able to work in a dynamic environment within a growing team and business. You have strong client servicing abilities and are able to support a team of professionals. You work collaboratively with various business units and are able to navigate technology to support the administrative functions and duties of your mandate. You bring a positive mindset to the work you do and are willing to support and help others to achieve the overall goals of our growing trust business.

What will your role be responsible for?

- Work collaboratively with all members of the ST team to deliver best in class service and support to our clients, internal partners, and external stakeholders;
- Understand and follow all ST processes and policies as required;
- Work in close collaboration with Senior Trust Officers & Trust Officers to provide administrative account and client support;
- Maintain and update of all account and client records, files, and communication;
- Provide timely and accurate administrative support for the ongoing administration of a book of fiduciary and agency accounts;
- Responsible for the on-boarding of all new trust company accounts to ensure the accounts are set up according to policy and procedure;
- Support audits and compliance reviews as required; and
- Support timely execution of risk and compliance processes to ensure safeguarding of assets, compliance with privacy laws, and adherence to policies to act in the best interest of our clients.
- Support our Estate & Trust Solutions Team with Will Bank administrations and new client onboarding; and
- Other duties and projects as assigned

What can you expect from us?

Our most important investment is in people. Upon eligibility, RJL offers flexible workstyles, a competitive compensation, and benefits package. Our benefits range from health benefits, RRSP matching program, employee stock purchase plan, paid time off, volunteer days, discretionary bonuses, tuition reimbursement, and many more! We also support internal promotion and community involvement.

Qualifications - External

What do we expect from you?

- An ability and the desire to deliver best in class client service;
- Proven ability to work in a dynamic work environment with competing priorities while maintaining accountability to deliver on established goals and metrics;
- Demonstrated ability to build relationships and deepen partnerships;
- High degree of comfort working with different technology platforms (CRM platform experience), ability to learn quickly, and adapt to change within the operational framework;

- Creative mindset around use of technology as it relates to building templates, spreadsheets and tools to support the service delivery of our business;
- Post-secondary degree in a related field of study and/or paralegal diploma
- Minimum of 1 year of relevant industry experience;
- Commitment to participate in the STEP professional development program (or current member);
- Ability to travel locally from time to time to support business needs and client meetings.
- Demonstrated experience working with high net worth clients asset
- Knowledge/experience working with/ for a trust company is an asset;
- Professional and/or industry accreditation would be an asset;
- Proficiency in French is an asset.

We encourage our associates at all levels to:

- Grow professionally and inspire others to do the same;
- Work with and through others to achieve desired outcomes;
- Make prompt, pragmatic choices and act with the client in mind;
- Take ownership and hold themselves and others accountable for delivering results that matter;
- Contribute to the continuous evolution of the firm

Salary Range: $55,000 -75,000 annually, in addition to competitive performance bonuses / incentives.

Actual compensation will be determined based on skills, experience, internal equity, and other job requirements.

This posting is for potential future hiring needs and does not represent a current vacancy.

At Solus Trust – we honor, value, respect the uniqueness, experiences, and backgrounds of all of our associates. When associates bring their best authentic self, our organization, clients and communities thrive, it is part of our part of our people-first culture. Our company is an equal opportunity employer and makes all employment decisions on the basis of merit and business needs.

Here at Solus Trust we demonstrate our commitment to ensuring equal opportunities for all candidates. To request accommodations, candidates are instructed to contact Human Resources via email at recruitment@raymondjames.ca. By reaching out to this email address, candidates can communicate their specific requirements and discuss the necessary accommodations they may need to participate fully in the recruitment process.

We may use automated or AI-enabled tools to support parts of our recruitment and screening process, including screening, assessing or selecting applicants where applicable. These tools help us review applications efficiently, but they do not replace human decision-making.