



Estate and Trust Administrator – Vancouver

This year, Odlum Brown celebrates its 98th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

OPPORTUNITY

We have an opportunity for an Estate and Trust Administrator to join our award-winning firm in the Vancouver office.

RESPONSIBILITIES

- Collect, review and record client information and estate and trust account documentation
- Process, track and report on estate and trust accounts
- Exercise estate and beneficiary disbursements from related accounts
- Issue tax slips to estate and trust accounts
- Provide estate and trust account support to advisory teams
- Work closely and collaboratively with team members across the firm



KNOWLEDGE AND EXPERIENCE

- Minimum two (2) years' experience with estate and trust accounts and tax reporting
- MTI Estate and Trust Professional designation is an asset
- Excellent verbal and written communication skills
- Ability to exercise good judgement and decision making within a policy and regulatory framework
- Strong attention to detail and organizational skills, able to prioritize important and time-sensitive tasks
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Results-oriented, with the ability to take initiative and seek out information where required
- Experience in a financial institution is an asset
- Proficient with Microsoft Office programs with intermediate to advanced Excel skills
- Experience with the Broadridge Dataphile platform or similar bookkeeping system is an asset

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **November 5, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility to ensure a healthy and safe workplace, and in alignment with public health measures, Odlum Brown has a mandatory vaccination policy for all team members working on site at any Odlum Brown office. Our firm requires all team members to be fully vaccinated by October 25, 2021.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.