

Estate Administrator, Job ID 2022.33

Position: Estate Administrator

Location: Calgary, AB

Type: Permanent, Full-time

Position Summary:

Bromwich+Smith has an exciting opportunity for an **Estate Administrator** to join our Insolvency Administration Team. The Estate Administrator completes various administrative duties related to assisting clients through the process of bankruptcy and proposals while ensuring clients are served in a timely, compassionate, and expert manner. The Estate Administrator will be part of an effective team built around a client-centric delivery model.

As an Estate Administrator with Bromwich+Smith you will own the following:

- + Prepare the Client's file with quality per documented BSI Best Practice for monitoring/administration of the estate.
- + Review and audit files in accordance with defined Best Practices to ensure the Client is compliant with his/her duties.
- + Prepare reports following legislative guidelines for the Licensed Insolvency Trustee and the Court
- + Communicates with Clients to advise of changes to the Estate and next steps in the administration process.
- + Monitor payments made by the Client.
- + Accurately document and record notes of all Estate Administration information in Client files, according to BSI's Best Practices and Guidelines.

Knowledge & Skills:

- + You completed post-secondary education in accounting, finance, business administration or related field.
- + You have at least 2 years of relevant experience in administration.
- + You completed, working towards, or prepared to enroll in the Insolvency Administrator Course.
- + You are proficient in the use of Microsoft Outlook, Word & Excel, and internet applications with a strong aptitude for learning new computer programs.
- + You have strong client service skills.
- + You are fluent in English, written and oral.

Nice To Have:

- + Experience in the insolvency industry or working knowledge of bankruptcy.
- + Working knowledge of an insolvency software or industry specific software.
- + Understanding of relevant legislation such as the Bankruptcy and Insolvency Act.

Job specific competencies:

- + **Critical thinking** to assess situations that require higher level intervention;
- + Sound judgement, excellent **analytical** and **problem-solving skills**;
- + Demonstrated excellent written and verbal **communication skills** to handle and respond to different situations;
- + Superior **Customer Service** skills when dealing with internal and external stakeholders;
- + Works **collaboratively** with team members and others;
- + Operates with high **attention to detail** to meet or exceed team goals;

- + **Accountability**- takes personal ownership and responsibility for the quality and timeliness of work commitment;
- + Exceptional **time management skills**; strong ability to prioritize and manage competing deadlines;
- + **Continuous learner**

Core Competencies:

- + Integrity, Ethics & Honesty
- + Service oriented
- + Relationship builder
- + Adaptable
- + Accountable
- + Positive attitude

Why Should You Apply?

- + You will be part of a growing and dynamic Insolvency firm with offices in Alberta, Saskatchewan, British Columbia, and Ontario.
- + We offer a competitive base salary plus an uncapped monthly incentive plan with annual performance reviews and incremental increases.
- + We have great benefits that include wellness days, paid vacation time, extended health and dental plan, and company matching group saving program.
- + We offer on the job training with an opportunity for growth and professional development.
- + Bromwich+Smith strives to be a steward in our communities. The firm volunteers time and resources to organizations such as the Ronald McDonald House and various other charitable causes, walks, and fund-raising activities that benefit those in need in our community.
- + We are passionate about helping individuals to rebuild their worth!

How Should You Apply?

- + Send us your resume and cover letter through career@bromwichandsmith.com.
- + Tell us how your skills align with the minimum requirements of this position.

***We thank you for your interest in Bromwich+Smith. Only those candidates selected for an interview will be contacted.**