

Invesco is a leading global asset management firm with more than \$937B* in assets under management. We provide our retail and institutional clients a diverse and comprehensive range of investment capabilities to help people get more out of life. Invesco is publicly traded on the New York Stock Exchange (IVZ) and has about 7,000 employees in over 20 countries.
(*As of December 31, 2017)

Job Purpose (Job Summary):

The Bilingual Estate & Trust Associate is responsible for analyzing documentation and processing the settlement of estate and trust matters on client accounts in order to provide accurate information regarding settlement.

Key Responsibilities / Duties:

- Provide specialized knowledge in the area of estate and legal document administration to internal and external clients in both English and French
- Analyze information and documentation provided by internal and external clients in order to ensure the accurate administration and settlement of estate and trust matters
- Process financial transactions pertaining to estate administration and settlement
- Prepare and execute tax-reporting requirements (including taxable trusts) on all estate settlements in accordance with the Income Tax Act (Canada)
- Assist with annual audits of estate and trust policies and procedures
- Help maintain accuracy on Invesco websites (intra and external), and any external and internal correspondence (i.e. Q & A's, Administrative Guide, Policy & Procedures etc.)
- Recommend process / system changes
- Evaluate system/process flows and recommend changes
- Conduct research as required
- Perform any other task or function that may be assigned from time to time

Work Experience / Knowledge:

- 1-2 years mutual fund industry experience, preferred
- 1-2 years experience in estate/trust administration, preferred

Skills / Other Personal Attributes Required:

- Bilingualism (English/French)
- Extensive knowledge of registered and non-registered plan administration, preferred
- Strong communication and email writing skills
- Analytical Thinking
- Business Acumen
- Commitment to Continuous Learning and Improvement
- Conceptual Thinking
- Consulting Orientation

- Information Seeking
- Listening, Understanding and Responding
- Multi-Tasking
- Teamwork and Collaboration

Formal Education: (minimum requirement to perform job duties)

- Bachelor's degree is preferred or equivalent years of direct experience required

License/Registration/Certification: (minimum requirement to perform job duties)

- Completion of CSC or IFIC, preferred