



JOB DESCRIPTION

The Employer

A. Farber & Partners Inc. is a well-established professional practice that provides solutions for money problems. Our services include acting as Trustee in Bankruptcy and as Administrator of Consumer Proposals for individuals' estates.

Visit our website at www.afarber.com for more detailed information.

The Division

The Consumer & Small Business Practice is seeking a licensed Trustee to join the team.

Position Summary

The Trustee will administer, assist and support the complete administration of estates from the time initial contact with us, through the filing the estate with the Official Receiver and until the discharge of the bankrupt or full completion. Balanced with other responsibilities the Trustees may also be involved in practice development and initial meetings with debtors or creditors on more complex engagements.

Primary Responsibilities:

Acting as licensed trustee within the Consumer & Small Business practice, the duties will include:

- Acting as licensed trustee for our consumer practice department
- Administer bankruptcy estates
- Responsibility of managing and directing the estate administrators and well as management of other staff members
- Accept new bankruptcy filings under your Trustee license number
- Performing assessments at our other offices
- Covering for the Hamilton Trustee during her/his absences
- Other management duties as assigned, from time to time

Skills Set / Experience / Qualifications:

- Self starter, multi-tasker with demonstrated focus on setting priorities
- Maintain and focus towards ensuring deadlines are met and client satisfaction is maximized
- Effective people skills

- Strong financial analytical skills, including Excel applications (Accounting or Finance credentials required)
- Strong and concise verbal and written communication skills
- Detail-oriented, logical; ability to sort through issues and to think of solutions
- Previous work experience in corporate insolvency and restructuring an asset
- Knowledge of insolvency industry software programs would be useful

Hours of Work

Notwithstanding the hours specified in the company's policy manual, at times of high volume within our professional organization, our Management (which includes all licensed Trustees), may be required to work such hours as required to fulfill our responsibilities.

In addition, you will be expected to be available Saturday's from 9:00a.m. - 3:00p.m, in rotation with the other Trustee's. This obligation will entail you being called upon to work approximately one Saturday in four.

Supervisory Responsibilities:

- To be determined

Education:

- Licensed Trustee in Bankruptcy
- CAIRP

Qualifications/Experience:

- (3) minimum years of experience in an insolvency practice required (not necessarily post-licensing experience)

Please forward your resume to us. We would like to thank all applicants in advance for your application.

Contact Information

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