



A. Farber & Partners Inc.

MEMBER OF FARBER FINANCIAL GROUP.

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Posting

Company Information

A. Farber & Partners Inc., is a member of Farber Financial Group, which provides a range of restructuring solutions to organizations and people in financial difficulty. Within FFG our Consumer & Small Business (CSB) practice is the division which deals with people in financial difficulty. Our services are sold under the R-Plan brand which is a compilation of services we offer to review, give relief and rebuild your financial future. For over 30 years, the firm has distinguished itself as a leader in this profession and employs over 100 people. For more information, please visit:

www.afarber.com

The Division

Our Consumer & Small Business Practice is the home of the R-Plan – a proprietary comprehensive solution for financial problems. The Consumer & Small Business Practice (CSB) is seeking a licensed Trustee to join the team.

Position Summary

The position is based in Oshawa and consists of two main components . Primarily you will be responsible for running the day-to-day office and client engagements and managing the administrative staff. The other component is to increase our market share by growing the practice and our profile in the Eastern region. You will be responsible in fostering new client relationships with law firms and accounting firms in the area, as well as build other sources of referrals via networking. You will also attend assessments in rotation with other CSB Trustees in our other Eastern Ontario satellite offices.

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.

Duties may include and are not limited to:

- Building the Oshawa practice and increasing market share in the Eastern region
- Acting as licensed trustee for our Consumer & Small Business insolvency practice
- Administering individuals' insolvency estates
- Accepting estates under your Trustee license number
- Performing assessments at our other offices
- Conducting initial meetings with clients on more complex engagements
- Working on Corporate matters for the York Office practice

- Covering for other Trustees when they are absent from work
- Other duties as assigned from time to time

Skills and Experience

- Excellent verbal & written communication skill
- 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 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.

Remuneration:

- Base Salary, plus Incentive
- Expenses, (including use of vehicle) are reimbursed as per Firm policy

Supervisory Responsibilities:

- You will be responsible for a minimum of 8 staff members

Qualifications/Experience:

- Licensed Trustee in Bankruptcy
- Other professional designation (an asset)
- University degree
- (5) minimum years of experience in an insolvency practice required (not necessarily post-licensing experience).