



JOB VACANCY

Baigel Corp is a federally licensed professional services firm and Licensed Insolvency Trustee providing insolvency and restructuring services to corporations and individuals experiencing debt problems. Our offices are located in Toronto (Victoria Park & Sheppard), Ontario and Calgary, Alberta.

THE POSITION

- Baigel Corp is seeking a detail-oriented Estate Manager for its corporate insolvency department. The position is based in the Greater Toronto Area and is primarily a remote/work-from-home role. Occasional attendance at our office(s), client locations, court, or other off-site locations may be required. **Hours:** Weekdays 9-5.30 p.m. While some flexibility is available, candidates should also be prepared to accommodate occasional business needs that arise in a professional services environment.
- Training will be provided in relation to insolvency and related legislation, and in the use of specialized professional software.

SKILLS

- Excellent professional communication skills in English.
- Strong numerical aptitude with financial information and budgets.
- Proficient with Microsoft Office, including Outlook, Excel, and Word.
- Strong analytical and problem-solving abilities.
- Solid understanding of business professionalism.
- Excellent organization and attention to detail.
- Discretion with confidential and sensitive information.
- Ability to manage competing priorities and deadlines.

DUTIES

- Communicate promptly with directors, creditors, regulators, the court, stakeholders, and team members.
- Prepare, organize, scan, and maintain physical and electronic files in accordance with firm protocols.
- Schedule, coordinate, and confirm appointments by email, text, and telephone.
- Handle correspondence and stakeholder mailings.
- Draft stakeholder reports.
- Answer and direct telephone inquiries.
- Perform general administrative and office duties.

CONTACT

Please submit a cover letter and curriculum vitae, if available, to Ms. Koyama at info@baigel.ca

We thank all candidates for applying; only those selected for an interview will be contacted.