



Senior Member Services Analyst

Vestcor Inc. has two full time positions available for Senior Member Services Analysts.

Located in Fredericton, Vestcor is the largest in-house investment manager in Atlantic Canada with over \$16.6 billion in pension fund assets under management as at December 31, 2017. Vestcor also administers the day to day operation of 11 public sector pension plans and 5 employee benefit programs for approximately 89,000 individual members and 134 employer groups.

The Senior Member Services Analyst works as part of a team that is responsible for providing timely pension and benefits information to members and employers. They are expected to have a solid understanding of the provisions within the plans that they are responsible for and should also understand the Pension Benefits Act, the Income Tax Act and basic concepts within a Funding Policy and actuarial valuation. Responsibilities include responding to employee and employer questions, researching member files, reviewing plan documents, providing counselling services to plan members and on-site presentations as required. The work is performed within a fast paced, high volume environment. Some travel will be required within New Brunswick.

The successful candidate will have experience with pension plans and benefit programs and excellent communication and presentation skills with a strong customer service focus. One position requires the incumbent to be bilingual (English and French) and one position requires written and spoken competence in English.

The ideal candidate should have a university degree in a related field and a minimum of five years of experience OR a two-year post-secondary diploma or certificate and at least eight years of experience in a related field.

In the covering letter, candidates **must** demonstrate why they believe they have the required qualifications and skills for this position.

We offer a competitive salary, an excellent benefits package and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan.

Interested applicants must forward their cover letter and resume by **July 23, 2018** to:

Manager Human Resources
Vestcor Group
440 King Street, Suite 680
York Tower, Kings Place
Fredericton, NB E3B 5H8
or via e-mail to: careers@vestcor.org

Additional information on Vestcor Inc. and a detailed job description may be obtained by visiting our website at à <https://vestcor.org/en/about-us/careers/>