



## Member Services Analyst

**Vestcor Inc.** has a full time position available for a Member Service Analyst.

Located in Fredericton, Vestcor administers the day to day operation of 11 public sector pension plans and 5 employee benefit programs for approximately 96,000 individual members and 134 employer groups. Vestcor is also 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.

The Member Service Analyst works as part of a team that is responsible for providing timely pension and benefits information to members and employers. Other major responsibilities include preparing and delivering presentations to various client groups; researching; analyzing and interpreting the provisions of the various pension and employee benefit programs. The work is performed within a fast paced, high volume environment. Some travel may be required within New Brunswick.

The successful candidate will have a strong customer service focus, excellent verbal and written communications skills, analytical skills, along with excellent organizational, problem solving and decision-making skills and be proficient in the use of Microsoft Office.

The ideal candidate should have a university degree with major course work in Business, Social Sciences, Public Administration or other related field and a minimum of two years of customer service experience OR a 2 year post-secondary diploma or certificate and at least 5 years of experience in a related field.

The position requires the successful candidate to have written and spoken competence in English and French.

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 **January 28, 2019** 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](mailto: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/>