



## Data Services Coordinator

**Vestcor Inc.** has a full time position available for a Data Services Coordinator.

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 96,000 individual members and 134 employer groups.

The Data Services Coordinator works as part of the Data Services team which is responsible for maintaining accurate and up to date member records related to pensions and employee benefits. The position is responsible for the processing of timely and accurate employer payroll data using our Benefit Administration system.

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 requires a high school diploma as well as 3 years related experience in a financial environment.

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

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 **April 15<sup>th</sup>, 2019** to:

Manager Human Resources  
Vestcor Inc.  
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 [vestcor.org/en/about-us/careers/](http://vestcor.org/en/about-us/careers/)