



Member Services Administrator

Vestcor Inc. has a full-time position available for a Member Services Administrator.

Located in Fredericton, Vestcor is the largest in-house investment manager in Atlantic Canada providing global investment management services to nine different client groups representing approximately \$18.5 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

The Member Services Administrator works as part of a team that is responsible for providing timely pension and benefits information to members and employers. Responsibilities include supporting the estate settlement process, preparing materials for presentations and supporting the delivery of sessions, administration of surveys to members, supporting the Member Services team and assisting with or providing backup for reception duties 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 a strong customer service focus, excellent verbal and written communications skills in English and be proficient in the use of Microsoft Office.

The ideal candidate will have a high school diploma and some knowledge of pension plans and employee benefit programs. A post-secondary degree or certificate and written and spoken competence in French would be considered an asset.

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 25, 2021** to:

Manager Human Resources
Vestcor Group
400 – 140 Carleton St.
Fredericton, NB E3B 3T4
or via e-mail to: careers@vestcor.org

Additional information on Vestcor and a detailed job description may be obtained by visiting our website at Vestcor.org/careers/