



Data Services Coordinator

Vestcor Inc. has a one-year term position available for a Data Services Coordinator.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to nine different client groups representing approximately \$19.4 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

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 three years related experience or two years of post-secondary education with two years of experience in a financial environment. Written and spoken competence in English is required.

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 should forward their cover letter and resume to:

Manager Human Resources
Vestcor Inc.
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/