



Administrator

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

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 Administrator works as part of a team that provides quality customer service to the organization's clients. Responsibilities include:

- Receiving visitors and directing them appropriately;
- Responding to basic questions (by email, telephone or in-person) with respect to the pension and employee benefit programs administered by Vestcor;
- Coordinating front-desk activities, including distributing mail and redirecting phone calls;
- Assisting other employees within the organization with administrative duties.

The successful candidate will be fully bilingual with excellent verbal and written communication skills in both English and French along with a strong customer service focus, demonstrate strong attention to detail, 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 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 **May 24, 2022** 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/