



## Administrator

**Vestcor** has an 18-month term position (maternity leave) available for an Administrator.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to ten different client groups representing approximately \$21.0 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 September 30, 2022 to:

Manager Human Resources  
Vestcor Inc.  
400 – 140 Carleton St.  
Fredericton, NB E3B 3T4

Or via e-mail to: [careers@vestcor.org](mailto:careers@vestcor.org)