



Board Support Services Specialist

Vestcor has a full-time position available for a Board Support Services Specialist.

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.

Reporting to the Director of Board Support Services, this position plays a key role in reinforcing Vestcor's trusted advisor status with several client Boards and Pension Committees by supporting them in carrying out their duties in governing large public sector pension plans. This includes supporting Boards' decision making and governance best practices through research, analysis and business intelligence. This requires working closely with the Boards' and Pension Committees' service providers (e.g., investment managers, plan administrator, actuary) in ensuring the deliverables meet the needs and expectations of each client Board and Pension Committee. In addition, the position will assist with the development of meeting agendas and supporting documents, assemble and distribute meeting materials, liaise with service providers, logistics coordination and attendance to client meetings, prepare detailed meeting minutes and reports, establish and follow up on action lists, and prepare regulatory filings with the Superintendent of Pensions as well as the Canada Revenue Agency.

These duties are performed in a fast-paced environment with deadlines that are detailed within the various client service level agreements. Occasional travel throughout New Brunswick might be required for scheduled meetings.

The ideal candidate will have a university degree and a minimum of two (2) years of related experience OR a post-secondary diploma or certificate and at least four (4) years of related experience.

The candidate will have strong written and verbal communication skills, a strong client service orientation and be well organized. Written and spoken competence in English is required and French would be considered an asset.

The candidate must be able to perform well in a team-oriented environment, as well as work independently, have strong attention to detail and be proficient with the use of the Microsoft Office suite. Experience with pension plans, investment reporting, Microsoft Publisher and having obtained the Governance Professionals of Canada designation will 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.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must 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