



Communications Analyst

Vestcor has a full-time position available for a Communications Analyst.

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.

As a member of the Communications team, this position is responsible for coordinating communications projects to support implementation of corporate, client and member communication strategies, writing, and simplifying complex and technical concepts to make it easier to understand and will assist with the design and development of member-centric communication products in order to better engage plan members. Responsibilities also include the maintenance of the content on the Vestcor website, coordination of corporate video conference activities, maintenance of the employer contact database, coordination of translation requests with third-party translation services, and review of content for accuracy in both official languages. The analyst will also be responsible for the electronic and hard copy distribution of materials to intended audiences.

The successful candidate should have a Bachelor's degree and at least 5 years of experience in a related field. The candidate must have excellent verbal and written communication skills in both official languages, an attention to detail, an excellent work ethic and strong organizational skills. The candidate should be able to perform well in a team-oriented environment and be proficient with the use of the Microsoft Office suite. Experience with InDesign, Adobe Photoshop and Illustrator applications will be an asset.

Written and spoken competence in English and French 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.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by March 27, 2023, to:

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