



Benefits Administration Specialist

Vestcor has a full-time position available for a Benefits Administration 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 \$20.0 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

The Benefits Administration Specialist works as part of a team in performing a number of pension related calculations for plan members. Calculations are performed using our pension administration system along with excel spreadsheets. The Benefits Administration Specialist is also responsible for the month-end pension payroll reconciliation.

The work is performed within a fast paced, high-volume environment with a focus on providing excellent service to plan members.

The ideal candidate requires a post-secondary diploma and five years of work experience. Experience working with Microsoft Office Suite is required.

The candidate must be a team player, client focused, possess strong analytical and problem-solving skills and have excellent attention to detail. 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.

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 the contact information below. This position will remain open until filled.

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