



## Member Services Analyst

**Vestcor** has a full-time position available for a Member Service 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.

The Member Service Analyst works as part of a team that is responsible for providing timely pension and benefits information to members and employers. Other major responsibilities include preparing and delivering presentations to various client groups; researching; analyzing and interpreting the provisions of the various pension and employee benefit programs. The work is performed within a fast paced, high-volume environment. Some travel may be required within New Brunswick.

The successful candidate will have a strong customer service focus, excellent verbal and written communications skills, analytical skills, along with excellent organizational, problem solving and decision-making skills and be proficient in the use of Microsoft Office.

The ideal candidate should have a university degree with major course work in Business, Social Sciences, Public Administration or other related field and a minimum of two years of customer service experience OR a 2 year post-secondary diploma or certificate and at least 5 years of experience in a related field.

Written and spoken competence in English is required and French 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.

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 February 7, 2024 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)