

## 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 by April 29, 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)