

Specialist Human Resources

Vestcor has a full-time position available for a Specialist Human Resources.

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.

As part of the Human Resources Team, you will support the implementation of our Human Resources and Compensation programs and assist with related policy development activities. Key responsibilities will include bi-weekly payroll preparation, assisting with recruitment, onboarding and health and wellness programs while supporting the overall employee experience at Vestcor. This position will report directly to the Manager Human Resources.

As the ideal candidate, you will have a Payroll Compliance Professional (PCP) designation and a post-secondary education, certificate or diploma in a related field of Human Resources or a combination of education and three to five years of human resources experience. A Chartered Professional in Human Resources (CPHR) designation or an interest in obtaining the designation, would be considered an asset.

The successful candidate will have strong interpersonal, presentation, writing and communication skills. The ability to administer sensitive/confidential information is essential. 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 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