

Administrator Benefits Administration

Vestcor has a full-time position available for an Administrator Benefits Administration.

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.

Reporting to the Team Leader Benefits Administration, the Administrator Benefits Administration key responsibilities would include investigating returned mail from pensioners, sending out forms, assisting with annual mail outs to pensioners and other administrative tasks to support the pension payroll team. The Administrator may also provide administrative support to the reception area and other teams within the organization. The work is performed within a fast paced, high-volume environment and requires a high level of accuracy and attention to detail.

The ideal candidate requires a high school diploma, a one-year post-secondary diploma in a business program and some related work experience or a high school diploma plus one year of related work experience. Experience working with Microsoft Office Suite, specifically Excel and Word is required. The candidate must be client focused, possess strong analytical and problem-solving skills, and have excellent organizational skills.

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 October 28th, 2024 to:

Manager Human Resources
Vestcor Inc.
400 – 140 Carleton St.
Fredericton, NB E3B 3T4

Or via e-mail to: careers@vestcor.org