

## Administrator

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

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 Administrator works as part of a team that provides quality customer service to the organization's clients. Responsibilities include:

- Receiving visitors and directing them appropriately;
- Responding to basic questions (by email, telephone or in-person) with respect to the pension and employee benefit programs administered by Vestcor;
- Coordinating front-desk activities, including distributing mail and redirecting phone calls;
- Assisting other employees within the organization with administrative duties.

The successful candidate will be fully bilingual with excellent verbal and written communication skills in both English and French along with a strong customer service focus, demonstrate strong attention to detail, and be proficient in the use of Microsoft Office.

The ideal candidate will have a high school diploma and some knowledge of pension plans and employee benefit programs. A post-secondary degree or certificate would be considered an asset.

In the cover 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 Monday, March 17, 2025 to:

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

Or via e-mail to: [careers@vestcor.org](mailto:careers@vestcor.org)