

POSITION DESCRIPTION

Title:	Benefits Administration Specialist - Pensions
Department:	Benefits Administration
Immediate supervisor:	Team Lead Benefits Administration

CORE ACCOUNTABILITY

Working as a member of a team in providing quality customer service to the organization's clients, the Benefits Administration Specialist – Pensions will prepare a variety of pension calculations including estimates, preliminary retirements, terminations, marriage breakdowns, survivor pensions, purchase of service costings, and reciprocal transfer agreements. The Benefits Administration Specialist - Pensions will have a clear understanding of pension plan rules, especially those relating to shared risk and hybrid pension plans.

MAJOR RESPONSIBILITIES

- Processing various pension related calculations with varying complexity using a Pension Administration system.
- Confirming eligibility for certain benefit options as per plan provisions.
- Processing new retiree commencements.
- Monitoring outstanding files to bring to resolution.
- Verifying member data as it relates to the calculations.
- Peer review of pension calculations completed by other team members.

COMPETENCY PROFILE

1. High school diploma and one-year post-secondary diploma in a business/accounting program as well as five years of related work experience.
2. Strong attention to detail and analytical skills along with strong mathematical skills.
3. Experience working with Microsoft Office Suite, specifically Excel, is required.
4. Ability to understand complex financial concepts and the application of complex pension related concepts associated with shared risk and hybrid pension plans.
5. Strong team player.
6. Ability to produce results under strict deadlines and shifting priorities is essential.
7. Written and spoken competence in English is required.