



Administrator Data Services

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

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to 11 different client groups representing approximately \$23.1 billion in assets under management. We also provide administration services to 10 pension plans and five employee benefit plans.

As a member of the Data Services Team, this position is responsible for ensuring all updates and changes are made in Vestcor's Administration System as indicated on the Insured Benefits Card for members as well as other administrative functions to ensure member records are accurately kept up to date. Key responsibilities will include analyzing and identifying discrepancies in information and maintaining member records related to pension plan and insurance beneficiaries. 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 and two years of related work experience. The candidate must be client focused and possess strong analytical and problem-solving 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 August 14, 2025 to:

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

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