

Senior Member Services Analyst

Vestcor has a full-time position available for a Senior Member Services Analyst.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada, providing global investment management services to 11 different client groups representing approximately \$24.4 billion in assets under management. We also provide administration services to 11 pension plans and five employee benefit plans.

The Senior Member Services Analyst works as part of a team that is responsible for providing timely pension and benefits information to members and employers. They are expected to have a solid understanding of the provisions within the plans that they are responsible for and should also understand the *Pensions Benefits Act*, the *Income Tax Act*, and basic concepts within a funding policy and actuarial valuation. Other major responsibilities include preparing and delivering presentations to various client groups and researching, analyzing, and interpreting the provisions of the various pension and employee benefit programs. The work is performed within a fast-paced, high-volume environment. Some travel within New Brunswick will be required.

The successful candidate will have experience with pension plans and benefit programs, excellent verbal and written communications skills, analytical skills along with excellent organizational, problem-solving, and decision-making skills, and be proficient in the use of Microsoft Office.

The ideal candidate should have a post-secondary degree or diploma and five years' experience in a related field.

Written and spoken proficiency in English is required and written and spoken proficiency in French is 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 **June 1, 2026**.



HOW TO APPLY

Director Human Resources

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Fredericton, NB E3B 3T4

Or via e-mail to:

careers@vestcor.org



VESTCOR

Unleash your potential in Atlantic Canada with Vestcor!

Learn more about us by visiting vestcor.org.