

Data Services Coordinator

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

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 Data Services Coordinator works as part of the Data Services Team which is responsible for maintaining accurate and up-to-date member records related to pensions and employee benefits. The position is responsible for processing timely and accurate employer payroll data using our benefit administration system.

The successful candidate will have a strong customer service focus as well as excellent verbal and written communications skills. They will have excellent analytical, organizational, problem-solving, and decision-making skills and be proficient in the use of Microsoft Office.

The ideal candidate requires a high school diploma as well as three years of related experience or two years of postsecondary education with two years of experience in a financial environment. Written and spoken competence in English is required, and French 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 **July 6, 2026**.



HOW TO APPLY

Director Human Resources

Vestcor Inc.
100 – 140 Carleton St.
Fredericton, NB E3B 3T4

Or via e-mail to:

careers@vestcor.org



VESTCOR

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POSITION DESCRIPTION

Title:	Data Services Coordinator
Department:	Data Services
Immediate supervisor:	Team Lead Data Services
Salary Range:	Min.:\$52,000 / Mid.:\$64,000 / Max.:\$77,000

CORE ACCOUNTABILITY

An effective Data Services Coordinator is the lead in ensuring timely service to the organization and external clients. Over time (6-12 months), a Data Services Coordinator is expected to have a solid understanding of the internal pension and benefit systems (Ariel DB and Ariel Benefits), online payroll interface (The Vestcor Employer Portal), employer payroll interface process, and should also understand:

- Pension plan rules and insurance eligibility.
- How to recognize inconsistencies in the data that could affect the delivery of employee statements, pension estimates, purchase of service costings, marriage breakdown files, insurance claims, and other pension-related transactions.
- Payroll systems and how they interface with internal database systems, recognizing data requirements.
- Interest calculations and have a basic understanding of pension benefits.

A Data Services Coordinator must continue to learn and increase their understanding of the pension and employee benefits business as well as how their role and work impact the organization.

MAJOR RESPONSIBILITIES

Working as a member of a team in providing quality customer service to internal and external clients, the Data Services Coordinator will respond to internal and employer questions (telephone or email) with respect to the employer payroll data. This includes receiving and auditing employer payrolls in a timely manner; preparing and investigating mandatory contribution cases; processing all prior year refunds and data corrections in Ariel DB; authorizing data corrections prepared by other Data Services Coordinators; investigating exception reports and identifying errors in data (e.g., eligibility, calculations of pension contributions or insurance premiums and coverage); and annual pre-statement work and valuation of pension data including audits of each pension plan to ensure data is correct prior to the release of Employee Benefit Statements. The Data Services Coordinator provides online or on-site training to employers, employer portal users, and fellow coworkers, as required.

COMPETENCY PROFILE

- High school diploma and three years of related experience or two years of postsecondary education with two years of experience in a related field
- Experience in accounting, payroll, and/or employee benefits
- Strong customer service experience and the desire to provide excellent customer service
- Effective communication skills
- Strong analytical and problem-solving skills