

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 \$24.4 billion in assets under management. We also provide administration services to 11 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 conducting 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 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 **September 30, 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



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POSITION DESCRIPTION

Title:	Administrator (Insurance)
Department:	Data Services
Immediate Supervisor:	Team Lead Data Services
Salary Range:	Min.: \$45,000 / Mid.: \$56,000 / Max.: \$67,000

CORE ACCOUNTABILITY

An effective Administrator is responsible for monitoring insurance coverage information reported by employers to Vestcor's administration system and validating it against the Insured Benefits Card for members eligible for all insurance programs. Responsibilities also include other administrative functions to ensure that member records are accurately kept up to date. An Administrator is expected to have a solid understanding of the insurance coverage and premiums reported in order to:

- Recognize missing insurance premiums or coverage in accordance with coverage elected.
- Identify discrepancies in information reported by analyzing exception reports.
- Maintain member records related to pension plan and insurance beneficiaries and other demographic information.

An Administrator 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 or member.

MAJOR RESPONSIBILITIES

Working as a member of a team in providing quality customer service to internal and external clients, the Administrator will provide timely updates and changes as needed based on the details of the Insured Benefits Card or beneficiary details as well as scan member enrollment forms / change cards and correspond with employers for corrections or clarifications. Other duties include overseeing the late application process to add optional insurance coverage as well as an annual open enrollment process for adding dependent life coverage. They must also analyze exception reports for inaccurate data and perform back-up functions related to scanning member files. Timely and accurate updates are necessary to ensure that the data are correct prior to the release of the Employee Statements of Pension Benefits.

COMPETENCY PROFILE

- High school diploma and two years of related experience
- Some knowledge of employee benefits and insurance programs
- Strong customer service experience and the desire to provide excellent customer service
- Strong analytical and problem-solving skills
- Attention to detail
- Team player