Benefits Services Specialist

Vestcor has a full-time position available for a Benefits Services Specialist.

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 Benefits Services Specialist works as part of a team in performing a number of pension-related calculations for plan members. Calculations are performed using our pension administration system along with Excel spreadsheets. The work is performed within a fast-paced, high-volume environment with a focus on providing excellent service to plan members.

The ideal candidate requires a post-secondary diploma and five years of work experience. Experience working with Microsoft Office Suite is required.

The candidate must be a team player, be client focused, possess strong analytical and problem-solving skills, and have excellent attention to detail. Written and spoken competence in English is required.

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 **November 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:	**Benefits Services Specialist - Pensions**
Department:	**Benefits Services**
Immediate Supervisor:	**Team Lead Benefits Administration**
Salary Range:	**Min.: $59,000 / Mid.: $74,000 / Max.: $88,000**

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 and preliminary retirement benefits, termination options, calculations of spousal support in the event of a marriage breakdown, 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

- Process various pension-related calculations with varying complexity using a pension administration system
- Confirm eligibility for certain benefit options as per plan provisions
- Process new retiree commencements
- Monitor outstanding files to bring to resolution
- Verify member data as they relate to the calculations
- Review pension calculations completed by other team members

COMPETENCY PROFILE

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