

# BENEFITS & PENSION SPECIALIST

Our broader public sector client, is seeking an experienced **Benefits & Pension Specialist** to provide specialized knowledge to the organization for the operation of pension, benefits and payroll functions.

Your knowledge, depth of experience coupled with your communication and relationship management skills will ensure your success as you deal with all levels of employees within the organization, providing functional direction as well as liaison with external providers.

Using your excellent judgement, political acuity, and problem solving skills, you will: administer the benefits program; manage the company's leaves; maintain information relating to pension employee/employer contributions; and respond to employee requests to ensure understanding and consistent application of the benefits and pension programs and plan provisions. You will also liaise with providers to verify accuracy and reconciliation of usage and administration, act as the subject matter expert of the benefits and pension programs/system and payroll's back-up.

## QUALIFICATIONS:

- Completion of relevant University and/or College program in a related field or discipline with an emphasis on Human Resources, Benefits and Pension, or equivalent combination of education, training and experience in a related field or discipline.
- Professional designation as Certified Employee Benefits Specialist (CEBS) and/or Retirement Plan Associate (RPA).
- Demonstrated (minimum 5 years) relevant experience in benefits and pension programs design, costing, administration.
- Payroll experience is an asset.
- Strong interpersonal skills and ability to build and manage relationships.
- Excellent verbal, presentation and written communications skills.
- Ability to exercise tact and discretion in dealing with sensitive and confidential information.
- Advanced skills in MS Office.
- Detail oriented and ability to work with tight timelines.
- Excellent organizational skills and ability to multi-task.

## HOW TO APPLY:

To be considered for this opportunity, please submit your cover letter and resume to [bps@hrassociates.ca](mailto:bps@hrassociates.ca) by September 4<sup>th</sup>, 2018. Applications will be reviewed on a rolling basis. For more information about this position, please contact Diana Pisignani at [recruitment@hrassociates.ca](mailto:recruitment@hrassociates.ca) or at 416-237-1500.