



# CAREER OPPORTUNITY

## Administrator

The McAteer Group of Companies has provided leadership in consulting, administration and governance advisory services for group health and pension plans since 1980. McAteer currently provides third-party advisory and administration services for over 200,000 plan members and beneficiaries. We are authorized claims payors for several major Insurance companies; we provide administration services to plans that are local, provincial and national in scope.

### POSITION SUMMARY:

The Administrator is responsible for data entry, data review, and data reconciliation. This important role ensures that member eligibility is correct and up to date.

### MAJOR RESPONSIBILITIES:

- Maintain and update member information
- Respond to member and employer enquiries via telephone and e-mail
- Monitor member notifications
- Validate and enter member contribution information
- Enter and track daily deposits
- Contribution Reports Reconciliation
- Track over/underpayments, prepare and mail/e-mail monthly correspondence and delinquency letters
- Prepare reports for pre-authorized payments
- Prepare cheque requisitions for overpayments
- Gather documents for trustee meetings as requested
- Other duties as assigned

### QUALIFICATIONS AND EXPERIENCE:

- 6 months of working in an office environment
- College or University Diploma
- Excellent computer skills, including MS office applications with strong skills in MS Excel
- Oral and written French language skills is preferred, but not mandatory
- Co-operative team player with strong math skills

Interested candidates should submit a cover letter and resume to: [careers@mcateer.ca](mailto:careers@mcateer.ca)

The McAteer Group of Companies is committed to diversity in the workplace and encourages applications from all qualified individuals. Please notify the Human Resources Department should you require accommodation for disabilities throughout the recruitment process.