



CAREER OPPORTUNITY

Pension and Benefits 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 Pension and Benefits Administrator provides administrative services to Group Benefit and Pension Plans in such a way as to enable the smooth operation and administration of the plans.

MAJOR RESPONSIBILITIES:

- Receives and responds to plan enquiries and requests from clients
- Calculates pension estimates and sends pension applications as per requests
- Calculates and processes timely payment of termination, retirement and death benefits
- Updates plan records and reconciles payments
- Reconciles plan memberships
- Calculates and provides members with health & welfare information
- Responsible for providing information regarding life insurance, AD&D, and other benefits as per plan rules
- Applies and interprets pension benefit calculations in accordance with routine plan provisions and legislative requirements
- Provides reports for trustees meeting
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- College Diploma or University Bachelor's Degree in Business Administration; Finance & Accounting
- 3 years of business experience in pension, benefits or financial services
- Experience with multi-employer pension plans would be an asset
- Excellent computer skills, including MS office applications with strong skills in MS Excel
- Co-operative team player with strong math skills
- RPA, CEBS or PPAC would be an asset

Interested candidates should submit a cover letter and resume to: 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.