



CAREER OPPORTUNITY

Pension and Health Benefits Consultant

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 McAteer Group of Companies is seeking a Pension and Benefits Consultant to work in our Markham office providing support, and guidance to our staff and clients in the administration of group insurance and self-funded health benefits and both defined benefit and defined contribution pension plans. The successful candidate will play a role in managing client relationships and will bring health benefits, pension and legislative knowledge to the role. This person will be involved in developing solutions for employee pension and health benefit programs to meet client and organizational requirements and take on the role of a trusted advisor.

RESPONSIBILITIES:

- Build and maintain excellent relations with client contacts
- Attend meetings, draft presentations and present reports and findings to clients.
- Assess client needs and recommend solutions for health benefits (both insured and self-funded), group retirement plans
- Provide relevant information to staff and clients on administrative issues and legislative requirements
- Verify health and pension benefit calculations and procedures, annual statements and other relevant reports in accordance with pension plan rules and applicable legislation including knowledge of marriage breakdown requirements
- Liaison with legal counsel when indicated
- Participate in asset allocation management; liaison with custodians and investment managers
- Prepare membership reconciliations and oversee valuation data documentation and gathering and transmission to actuaries including resolution of data issues
- Prepare and submit regulatory filings; liaise with pension regulatory authorities as needed
- Participate in system testing and ensure testing protocols are followed
- Identify process improvement initiatives, present solutions to internal stakeholders and implement changes
- Act as a mentor and team member supporting growth and development of other team members
- Conduct training sessions

QUALIFICATIONS AND EXPERIENCE:

- Minimum of 5 years experience in consulting for pension plans (DC and DB)
- Undergraduate degree required, with focus in mathematics, finance, statistics, actuarial sciences, tax and/or law preferred, CEBS or PPAC designation is an asset
- Deep knowledge of relevant legislation affecting employee health benefit and pension plans, including for DB and DC and RRSP plans, health and welfare plans and employee life and health trusts
- Strong understanding of governance requirements
- Experience in the administration of group insurance and self-funded benefits

- Knowledge of underwriting including insurance renewals and rate setting for group life and health plans including insured and self-funded plans
- Independent, highly organized, accountable, detail oriented
- Able to take initiative and manage competing priorities
- Exceptional customer focus and track record of success in managing client relationships
- Excellent problem-solving and analytical skills. Proven ability to recognize and diagnose issues. Demonstrated decision making and critical thinking skills
- Superior ability to influence and collaborate with senior management and work across all levels of an organization
- A confident presence with polished and well developed written and oral communication skills
- Proficient knowledge of MS Word and PowerPoint.
- Advanced knowledge of Excel (e.g. Pivot tables, VLOOKUP)

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.

We appreciate the interest of every applicant; however, we contact only those selected for an interview.