



## Job Opening: Pension Plan Administrator

---

---

### Location: Vancouver

PBI Actuarial Consultants Ltd. is currently seeking a Pension Plan Administrator to join our team.

---

### About us

PBI is an employee-owned Canadian firm with offices in Vancouver, Toronto and Montreal. The Company offers competitive compensation and benefits.

PBI is a firm that specializes in providing pension, benefit and investment consulting services for multi-employer, jointly-trusted pension plans and benefit plans.

For more information about PBI, please see our website: [www.pbiactuarial.ca](http://www.pbiactuarial.ca)

---

### A unique work environment

PBI's work philosophy is based on open-mindedness and the active involvement of all its associates.

In fact, our company encourages growth both in a personal and professional level inside a healthy respectful learning environment. More specifically, our core values are cooperation, self-sufficiency for teams as well as individuals, dedication towards our clients and our Company, development of skills, confidentiality, efficiency, creativity, thoughtful decision-making, precision and synergy.

---

### Tasks and responsibilities

- Produce pension benefit calculations or any other document pertaining to pension plan administration
- Ensure that certain plan information is available to those who are entitled to receive it and that the information is accurate and complete, and provided within the timeframe specified in the rules and regulations
- Provide plan beneficiaries information about their rights and responsibilities in respect to the pension plan
- Determine plan beneficiaries' entitlements under the pension plan
- Interpret and apply pension plan texts, administrative policies and related legislation
- Provide assistance for any related work or special projects

- Develop routine client correspondence
- Process pension plan expenses
- Data entry for pension contributions and related work

---

### Qualifications

- Post-secondary education and/or related courses (CEBS)
- Minimum 1 year of experience in defined benefit pension plan administration (recommended)
- Demonstrates attention to detail and strong organizational skills
- Strong analytical and problem-solving skills
- Strong communication skills, both written and oral
- Able to work under deadlines and on several projects simultaneously
- Commitment to superior client satisfaction
- Strong excel skills

---

### Other qualities

- Is a team player, yet is self-sufficient and shows initiative
- Able to easily adapt in a new work environment

---

### Terms and conditions of employment

- 1 year contract position with possibility of being a permanent position
- 40 hour weekly schedule
- Salary will be based on experience and our internal policy in force

---

Those who would like to apply must send their résumé along with a cover letter to Laura Grant:

- **By email:** [laura.grant@pbiactuarial.ca](mailto:laura.grant@pbiactuarial.ca)

**Deadline:** November 17, 2017