



PENSION ANALYST

Ellement Consulting Group is a privately-owned actuarial consulting firm that has been providing actuarial, administration, software programming, and consulting solutions for pension, benefits, and investment programs for individuals, corporations, unions, associations, and governments for programs based in Canada since 1996.

Our mission is to design, implement, and manage employee benefit programs for individuals and institutions to provide economic security at a reasonable and affordable cost.

We currently have a great opportunity for a Pension Analyst to join our Ottawa team.

POSITION SUMMARY

As a Pension Analyst, you will be part of an administration team that provides high-quality administration services to multiple clients and demonstrates outstanding and timely customer service.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Process cases for events such as retirement, termination of employment, death, relationship breakdown, etc.
- Maintain and update client databases accurately and regularly.
- Ensure quality control of year-end data input and verify program output, including Annual Benefit Statements.
- Calculate pension adjustments (PA), pension adjustment reversals (PAR), and past service pension adjustments (PSPA).
- File the Annual Information Return (AIR) and other regulatory forms with the applicable legislating body.
- Interpret and apply the provisions of the pension plans and relevant provincial and federal legislation.
- Respond to inquiries from clients and plan members in a professional and timely manner.

REQUIRED SKILLS

- Strong multi-tasking skills and strong attention to detail.
- Attention to detail and commitment to accuracy of work.
- Excellent written, oral, and interpersonal communication skills.
- Proficient in Microsoft Office and knowledge of standard office administration procedures.
- Strong organizational and time management skills with the ability to handle multiple priorities.
- Strong mathematical, analytical, and problem-solving skills.
- Ability to maintain confidentiality regarding private and business matters.

QUALIFICATIONS, EDUCATION AND EXPERIENCE REQUIRED

- Post-secondary diploma in a related field or equivalent training acquired from a combination of relevant work experience and education.
- A minimum of three years of work experience in the pension field.
- Coursework completed towards the Certified Employee Benefits Specialist (CEBS) designation is considered an asset.
- Bilingualism (English and French) is considered an asset.



Note: The specific experience mentioned above will be considered during the selection process, but it is not mandatory. We encourage all qualified candidates to apply, regardless of their background in these specific areas.

At Ellement, we believe in investing in our business and operating it as effectively as we can. One of the best ways we know is by hiring great people. We also know that by investing in our employees and encouraging ongoing education, upgrading, and training, we're building an environment where staff feel supported, involved and engaged. We offer a challenging, team-oriented work environment, competitive compensation and benefits package, and ongoing support for your professional and personal growth.

Please submit your resume to recruiting@ellement.ca. We thank all candidates who apply, however, only those selected for an interview will be contacted.

Job Type: Full-time, Permanent

Salary: \$60,000 - \$75,000 based on experience

Language Requirement:

- English required
- French considered an asset

Schedule:

- Monday to Friday

Work Location: In person

Application deadline: 2023-06-09