



COMPETITION NOTICE

The Native Benefits Plan (NBP) is an Aboriginal organization that seeks to be a benchmark in pension fund management and an expert in fringe benefits for First Nations of Quebec. Since its establishment in 1979, the NBP has focused on improving the financial independence of First Nations members.

POSITION: **PENSION PLAN ADVISOR LEVEL 1**

JOB LOCATION: Wendake

DURATION: Permanent fulltime position

JOB DESCRIPTION:

The incumbent provides front-line monitoring of employer members' application of, and compliance with, pension plan regulations. The incumbent maintains good business relationships. They contribute significantly to the development and maintenance of a corporate culture that values cooperation and satisfaction of clients' needs. At all times, the incumbent acts with tact and diplomacy.

MAIN DUTIES:

- Process employer's cheques (contributions);
- Participate in the annual conciliation of participation data;
- Made verification with the employers following analyzes made by the actuarial department during the annual conciliation or during the production of benefit calculations (significant variation in salary, type of absence, date of the absence, payable time);
- Contribute to the advancement of the department's procedures and tools;
- Respond to calls and emails of routine request from employers regarding the management and administration of the pension plan;

- Assist the team in the production of reports concerning the administrative aspects of the employer service (participant data, compliance in the payment, variation in the number of participants, etc.).

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in business administration, HR, finance, actuarial sciences or a related field;
- Minimum of two years of experience in the administration of pension plans and customer service;
- Excellent knowledge of French and English;
- Prepared to travel on a regular basis;
- Ability to explain relatively abstract concepts;
- Ability to identify clients' problems;
- Good speaker and fluent communicator;
- Excellent writing skills.

PERSONAL QUALITIES:

- Ability to manage priorities based on projects and issues;
- Client-oriented;
- Attention to detail, thoroughness and professionalism;
- Willingness to improve personal job performance and knowledge;
- Ability to participate positively and actively in team projects.

OTHER ASPECTS OF REMUNERATION:

- Participation in a defined benefit pension plan;
- Competitive group insurance program;
- Annual salary for this position ranges between \$65,835 and \$90,510, based on the candidate's experience, qualifications and abilities;
- Advantageous work schedule and telework arrangement possible;
- Three weeks' vacation plus two paid weeks during the holiday season.

HIRING PRIORITY:

The NBP seeks to fill positions with the best possible candidates. However, hiring priority will be given to First Nations members, where possible.

CLOSING DATE:

Those interested should forward their resume and a cover letter by **October 26, 2023**, 4 p.m., by email to: carriere@rbagroupefinancier.com or by mail to: 2936, rue de la Faune, Bureau 202, Wendake (Québec) G0A 4V0.

STARTING DATE: NOVEMBER 2023

Please note that only those candidates whose applications have been retained for further consideration will be contacted.

RBA NATIVE BENEFITS PLAN

2936 de la Faune Street, Suite 202
Wendake (Quebec) G0A 4V0

INFORMATION

www.rbagroupefinancier.com