Invites applications for the following position(s):

COMPETITION NUMBER: 598

Administrative and Professional Staff Excluded Position (APEX)
Continuing Position
HUMAN RESOURCES PROFESSIONAL II, GRADE 7
HUMAN RESOURCES
POSITION NUMBER: 1132

POSITION OUTLINE:
The Pension and Benefits Specialist (Human Resources Professional II) provides administration, support and technical services in the Human Resources area of pensions and benefits, ensuring the accuracy of information provided to plan members and their beneficiaries. The Specialist will administer the defined benefit and defined contribution pension plans, group RRSPs, TFSAs, and RRIF/LIFs in accordance with provincial and federal legislation and pension plan texts. Responsibilities also include oversight of pre- and post-retirement health and welfare benefits, agreements, policies, and special contracts for staff and faculty.

QUALIFICATIONS:
- Completion of the CEBS (Certified Employee Benefits Specialist), Retirement Plans Associate (RPA) and four years of related experience or an equivalent combination of education, training and experience.
- Good knowledge of pension benefit legislation and government retirement benefits and programs.
- Good knowledge of benefits administration, principles and practices.
- Excellent analytical reasoning and problem-solving skills.
- Ability to work independently and collaboratively as a member of a team.
- Excellent interpersonal and communication (oral and written) skills.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to establish priorities and meet deadlines.
- Ability to work with large datasets with attention to detail.
- Proficient in the use of word processing, spreadsheet and database applications.
- Excellent client service skills and an ability to exhibit a high level of tact and diplomacy.

SALARY RANGE: $55,851 - $66,694 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #598 must be received in our office by 4:30 pm on October 30, 2017, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings