



**HEB Manitoba**  
HEALTHCARE EMPLOYEE BENEFIT PLANS

*A Secure Tomorrow Together*

HEB Manitoba provides pensions and other benefits to healthcare employees and their families throughout Manitoba.

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## **Pension & Benefits Administrator**

Competition No. 510-12T (One-Year Term)

### **Position Summary**

Reporting to the Pension & Benefits Administrators Supervisor, the Pension & Benefits Administrator is responsible for the timely and accurate administration and communication through various channels for members' pension and benefit entitlements based on the HEPP Plan Text, applicable legislation, contractual provisions and administrative practices. The Pension & Benefits Administrator also provides clerical administration support for the Pension & Benefits Department.

### **Qualifications**

#### Education/Experience

- Completion of a related post-secondary diploma or certificate plus three years experience in the pension and benefits field. An equivalent combination of education and experience will be considered.
- Coursework completed toward CEBS or PPAC certification would be considered an asset.
- Related experience in a financial services field would be considered an asset.
- Previous front desk reception experience fielding multiple inquiries would also be considered an asset.

#### Skills/Knowledge Requirements

- Exceptional mathematical, analytical, and problem-solving skills.
  - Demonstrated strength in both written and verbal communication.
  - Strong commitment to service excellence.
  - Effective organizational and prioritization skills.
  - Proficiency with MS Office.
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**We offer a comprehensive compensation package and a flexible work environment.**

Please submit your resume, cover letter, and salary expectations, referencing **Competition No. 510-12T**, by **4:00 p.m., Monday, February 27, 2012** to [hr@hebmanitoba.ca](mailto:hr@hebmanitoba.ca).

We thank all those who apply. Please note, only applicants selected for an interview will be contacted.

[www.hebmanitoba.ca](http://www.hebmanitoba.ca)