



## **Job Description**

This is a senior level position working closely with the Pension Administrator. There are no direct reports. In addition to specific duties the position exists to provide support for the smooth running of the department, succession plan cross training, systems enhancement, development and testing, audit reviews and special projects as assigned. The position interacts with all staff (health and pension), finance and IT staff, members, Trustees, Actuary, and Union and Law offices.

## **Role Expectations**

1. Liaises with members for the purpose of collecting and providing information.
2. Provides retirement education to members.
3. Handles spousal claims and the splitting of pensions resulting from marital breakdown.
4. Prepares documents and manages files related to monthly retirements.
5. Manages past service pension adjustments for new union members.
6. Manages commuted value calculations.
7. Manages PAR, PA, T4A & PSPA calculations
8. Manages all aspects of retiring allowances.
9. Provides year-end information to actuaries.

## **Skills and Abilities**

Candidates are dedicated to meeting the expectations and requirements of internal customers and external member organizations. Establishes and maintains effective relationships with customers and members and gains their trust and respect. They possess strong written and verbal communication skills, enabling strong presentation skills. The candidate has the ability to use their time effectively and efficiently. A CEBS designation would be an asset.

## **About Us**

The Waterfront Employers of BC is a full service third party administration office of 10 staff which provides Health and Pension Benefits for members of the International Longshore and Warehouse Union and the International Longshore and Warehouse Union- Ship and Dock Foremen, Local 514.

Pension and Benefits are funded from 5 separate Health and Welfare and Pension Trusts. Each Trust is governed by a Board of six Trustees- 3 appointed by management and 3 appointed by the respective union.

To apply for this position, please send your resume and cover letter to [careers@bcmea.com](mailto:careers@bcmea.com).

*We thank all applicants for their interest; however only those selected for interviews will be contacted. WEBC is an equal opportunity employer and welcomes all applicants.*