

**Please submit your resume to [chloe.muller@uapp.ca](mailto:chloe.muller@uapp.ca) with the subject line “Pension Specialist Application”.**

*This position reports to the Chief Operating Officer, collaborates with other members of the UAPP team to foster a culture of discipline and determination, and serves as a Subject Matter Expert by delivering technical expertise on pension administration and compliance, reviewing implemented programs, and supplying best practices and improvement suggestions on processes and systems.*

#### **Duties and Responsibilities:**

- ▣ Act as subject-matter expert for UAPP plan provisions and calculation rules.
- ▣ Analyze pension plan documents to complete or provide peer review of pension calculations (retirement, termination, pre-retirement death, post-retirement death, and family property calculations) performed by others ensuring accuracy against and compliance with pension documents and legislation.
- ▣ Review legal documentation related to Power of Attorneys, Executors, Trustees/Guardianship, and Interspousal Agreements, and communicate the acceptance or rejection of documentation.
- ▣ Provide peer review on all year-end process – i.e. Pension Adjustments, Pension Adjustment Reversals, Past Service Pension Adjustment, membership reconciliations, fund reconciliations, annual statements, Annual Information Returns.
- ▣ Coordinate and test system updates/changes to the YMPE, salary cap, actuarial assumptions, and contribution rates.
- ▣ Provide peer review of any work related to optional service and leave of absence applications and other complex calculations.
- ▣ Assist in preparing reports on plan administration and service provider’s performance metrics.
- ▣ Carry out quality assurance reviews of pension data to ensure data integrity.
- ▣ Manage relationships with systems’ providers and coordinate any systems’ related issues with employers and UAPP staff.
- ▣ Assist the Chief Operating Officer in developing calculation templates.
- ▣ Assist in the development and enhancement of employers’ and members’ communications including process maps, manuals and other documentation and ensure compliance with legislation and UAPP branding.
- ▣ Deliver pension information sessions to employers and members.
- ▣ Manage employer onboarding training and member portal access instructions.
- ▣ Ensure all Plan benefits are compliant with applicable legislation, Plan terms and conditions, and internal administrative practices and policies.
- ▣ Provide mentorship to junior administrators.
- ▣ Work independently and as a team member with minimal supervision on assigned projects to generate accurate and efficient solutions.
- ▣ Provide prompt and courteous service to Plan members, retirees, and other stakeholders.

- ▣ Identify opportunities for process efficiencies across all pension administration activities.
- ▣ Attend and participate in the Pension Benefits Administration User Group's meetings.
- ▣ Perform other duties, as required.

#### Required Qualifications:

- ▣ Completion of post-secondary education preferably in Mathematics, Finance, or Administration
- ▣ Minimum 10 years' previous pension administration experience.
- ▣ Certified Employee Benefit Specialist (CEBS) designation or working towards would be considered an asset.
- ▣ Strong understanding of the principles, concepts, and practices of pension plan administration, including the relevant acts, legislation, and guidelines related to pension plans.
- ▣ Exceptional communication and interpersonal skills with the ability to foster a positive team environment and provide excellent customer service to all stakeholders.
- ▣ Results driven with critical thinking skills.

#### Preferred Qualifications:

- ▣ Proficient in adopting and using technology as a tool in the workplace
- ▣ Strong organizational and time management skills, with strong attention to detail.
- ▣ Ability to manage multiple priorities, meet deadlines and adapt to changing needs.
- ▣ Ability to work independently and with minimal supervision

#### Work Location:

#1850, 10303 Jasper Avenue Edmonton, Alberta T5J 3N6

#### Work Arrangement:

Hybrid, with a minimum of three (3) days per week in the office

***This competition will remain open until a suitable candidate is found.***

***We thank all applicants for their interest; however, only those selected for an interview will be contacted.***