

**Come Build a Career At SHEPP**  
**Pension Technician**  
(Temporary Full-Time Position – 16 Month Term)

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With over 61,000 members and over \$9 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, a competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

As a member of the Member Services team, the Pension Technician is accountable for delivering timely, accurate and consistent information to Plan members that is in line with the Plan's benefit provisions and administrative policies and procedures. To successfully accomplish this, you will be required to work closely with the Pension Services team and develop a good understanding of the Plan's benefit provisions and administrative policies and procedures. You will also be called upon to work effectively in a team environment where mutual accountability and positive results are the measures of success. The Pension Technician role is designed to develop foundational pension knowledge, which positions the role to transition into more specialised roles within the Member Services team.

Qualified candidates will possess a post-secondary degree in business administration or mathematics, supplemented by two or more years of experience in pension plan administration or a relevant role. A combination of equivalent education, training and experience will be considered. Previous experience in a customer service-related role is an asset.

To succeed in this position, you will have comprehensive knowledge of mathematical concepts and applications used in the financial services industry. In addition, you will exercise good judgement in dealing with people to ensure issues are resolved professionally; have excellent verbal and written communication skills as well as, proficient in Microsoft Word Excel, and Outlook.

Salary Range: \$55,983 to \$69,979 (based on qualifications and skills)

Please submit your resume no later than Monday, August 29, 2022 to:

Lauren Taylor  
Human Resources Specialist  
Saskatchewan Healthcare Employees' Pension Plan  
102-4581 Parliament Avenue  
Regina, SK S4W 0G3  
Fax: 306.751.8301  
E-mail: [careers@shepp.ca](mailto:careers@shepp.ca)