**Client Relations Specialist**

**Stakeholder Relations**

Ontario Pension Board’s (OPB) Stakeholder Relations branch is looking for a candidate who will support the design, planning and implementation of OPB’s proactive employer relations strategy to address the needs of OPB’s participating employers and occasionally other key stakeholders. Helping maintain OPB’s reputation, you will act as a trusted advisor and partner in assisting employers in navigating pension impacts of various HR strategies and tactical plans. Committed to continuous client service improvement, you will provide on-going support to employers by answering questions, providing advice, researching and responding to issues, analyzing employer information needs and emerging issues, and recommending solutions. Working with teams within OPB, you will share knowledge and proactively identify issues and trends related to employer questions and issues and provide guidance and support to develop strategies to address their concerns. The role will champion the value of the Public Service Pension Plan (PSPP) with employers and stakeholders to ensure members fully realize the value of membership in the PSPP as well as advocate OPB’s Advise and Protect vision. Occasional travel across Ontario is required for this position, as feasible.

**Key Qualifications:**

You have experience developing working relationships with external stakeholders/business partners and internal specialists and have presented diverse technical information in formal settings. You possess a working knowledge of PSPP provisions and pension standards legislation (specifically the Pension Benefits Act). Your effective analytical skills allow you to interpret administrative policy and identify client issues. You possess good judgement skills allowing you to make sound recommendations. Matched with your analytical skills you have the ability to take technical information, prepare original text and develop educational materials and programs for your target audience. With a strong desire to learn, you embrace a culture of teamwork and collaboration.

**Please submit your resume if you are interested in this exciting opportunity.**

**Please visit OPB’s Career page to apply:** [**https://opb.talcura.com/candidates/home.aspx**](https://opb.talcura.com/candidates/home.aspx)

**The competition will remain open until a successful candidate is selected or until the competition is closed.**

OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening.