

Manager, Administration Team

WHO WE ARE

Established to support Canadian forestry workers and their families, the IWA–Forest Industry Pension and LTD Plans provide members pension and disability benefits and rehabilitation services.

With over \$4.7 billion in assets, 400+ participating employers and 65,000 members, the IWA–Forest Industry Pension Plan is one of Canada’s top 100 pension funds and is one of the top three private pension funds in BC. The IWA–Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 8,500 members across western Canada.

The plans are intended to supplement government retirement benefits and provide financial protection in the event of illness and injury. They are a valuable part of members’ financial security in retirement and beyond. Both plans are administered by the Plan Office, which manages plan assets and benefits. At the Plan Office, our members are our number one priority. We take pride in offering exceptional service—whether we’re dealing with members, participating employers, union locals or each other.

Working at the Plan Office, you’ll enjoy generous health and pension benefits, an inclusive, close-knit work culture that supports work-life balance, and opportunities to engage in ongoing training and development.

WE OFFER

- Full range of benefits include vision, extended health, dental, Health Spending Account
- Defined contribution pension plan
- Company sponsored staff appreciation day, Christmas party and social events
- Three weeks’ vacation to start
- Transit/parking subsidy
- Central Burnaby location close to transit
- Plus much more....

WHO YOU ARE

The Manager, Administration Team will be responsible for the effective operations of the Pension team. You have a passion working with people and will manage union staff, direct the work of the pension team, and assist the Director, Pensions with coordination and performance of pension projects and other various administrative functions. Similar duties may be assumed for the Long-Term Disability plan based on future organizational need and capacity.

The Manager, Administration Team will:

- Manage unionized benefits administration staff which includes but is not limited to manage time off requests; coordinate work coverage; monitor deliverables; organize, and schedule training of staff; take part in the recruiting process; and manage performance, absenteeism, and grievance process.

- Coordinate, oversee and perform operational requirements and benefits administration related projects.
- Ensure key processes and policies are properly documented and updated for efficient operations of the team.
- Investigate and attend to breach of privacy matters and correspond with members in escalated member matters.
- May be required to fulfill duties of the Director, Pensions and Director, LTD and Rehabilitation in their absences.

YOU HAVE/ARE

- University degree preferably in business or human resources as well as a minimum of 7 years of related experience. Exposure to pensions and employee benefits with industry specific training like CEBS would be an advantage.
- Excellent skills in people management, within a unionized environment, with an ability to build relationships will be a key asset. A high degree of initiative and a respectful approach in conflict resolution is essential. Must display discretion and sensitivity in dealing with confidential matters.
- Proven project leadership skills
- Excellent interpersonal, verbal, and written communication skills, with an ability to focus on developing processes to improve operational efficiencies while maintaining service quality and simultaneously fostering a culture of cooperative teamwork.
- Excellent organizational and administrative skills with the ability to balance competing priorities and effectively manage with changing situations, while meeting deadlines and displaying attention to detail in all areas of work.
- Proficient in spreadsheet analysis and word processing applications, including Teams.

ADDITIONAL INFORMATION

The IWA—Forest Industry Pension and LTD Plans are responsible for the management and protection of large amounts of confidential information. All employees are expected to understand the requirements of and act in accordance with provincial privacy laws, as well as to adhere to internal controls and policies to ensure confidential information is not revealed to or distributed or discussed with anyone other than as required to perform the duties of the position.

We thank you for your application; however, only successful applicants will be contacted.

HOW TO APPLY

Please forward your resume with cover letter to hr@iwafibp.ca before **Friday, October 12, 2022**.