



**TITLE:** Pension Administrator

**COMPANY:** Möbius Benefit Administrators Inc.

**Job Description:**

We are seeking an innovative, collaborative, and proactive team-player to join our Benefit Administration team at Möbius.

**Who is Möbius?**

Möbius Benefit Administrators Inc. provides administrative services to pension and disability plans. We strive to provide exceptional value to plan beneficiaries by understanding their needs and adopting and advancing industry best practices. Our organizational culture provides individuals with the opportunity to grow their career in an organization where they can see and feel their impact every day. Team members are expected to deliver outstanding quality and results that exceed client and customer expectations. In return, Möbius is committed to providing individuals with the opportunity to learn, grow and stretch to the highest level of their ability and potential.

**Position Summary**

The Pension Administrator will be detail-oriented with a strong commitment to the delivery of timely and accurate information to Plan members, beneficiaries, and other stakeholders. The Pension Administrator plays a vital role in Möbius' commitment to service excellence and is an effective team player who displays a high level of honesty, integrity and accountability in the achievement of positive results. A successful Pension Administrator will develop a solid foundation of pension knowledge and be motivated to use the knowledge they gain to grow into other specialized roles on the Benefit Administration Team.

The ideal candidate will be customer focused and innovative; energetic and excited to learn and grow; very comfortable with technology and software programs and interested in advances in those areas. In addition, strong communication skills, honesty and integrity and attention to detail are key for this position along with the capacity to learn the pension industry and related technical knowledge.

For more information about this position, visit the careers section on our website at <https://mobiusbenefits.ca/blogs/careers>. We offer competitive compensation and benefits and a great organizational culture. The salary range for this position is \$60,072-\$76,645 (based on qualifications and skills).

Please submit your cover letter and resume to Möbius Benefit Administrators Inc. by end of day **Friday, August 30, 2024** at [careers@mobiusbenefits.ca](mailto:careers@mobiusbenefits.ca)

We thank all applicants, however, only those candidates to be interviewed will be contacted.