

Pension Specialist, Business Excellence

Job Ad

When you join the Alberta Teachers' Retirement Fund (ATRF), you become a part of a high-performing and collaborative team. We are united in our mission to support and secure the pensions of Alberta's teachers through diligent stewardship and are committed to our purpose-driven work. Committed to excellence, we are guided by our values in everything we do. At ATRF, you're a part of a community devoted to making a meaningful impact in the lives of those who educate our next generation.

We have an exciting opportunity for a motivated, analytical professional to join our Pension Services team as Pension Specialist, Business Excellence in our office in Edmonton. This role is ideal for someone who enjoys applying mathematical analysis while working with detailed information, solving problems, and contributing to effective service delivery and continuous improvement.

This position reports to the Director, Pension Services – Business Excellence and contributes to the accuracy, efficiency, and continuous improvement of Pension Services operations. The main responsibilities of the role include performing and validating pension benefit calculations, supporting data integrity and reconciliation activities, participating in system and user acceptance testing, and developing procedures, training resources, reference materials, and job aids that support consistent service delivery.

As part of the successful candidate's integration into the role, initial operational exposure within the Client Excellence team will provide practical experience and a comprehensive understanding of pension transactions, member services delivery, and end-to-end operational processes. This foundational experience will support effective collaboration across teams and help inform contributions to process enhancements, operational initiatives, and business improvement.

We are looking for a dedicated, high-potential professional with strong attention to detail, sound analytical skills, and a willingness to learn and grow within a highly regulated pension environment. The successful candidate will be comfortable building working relationships and collaborating across Pension Services, employers, reciprocal authorities, and other stakeholders to help ensure pension benefits are administered accurately, consistently, and in accordance with governing legislation. As we value in-person collaboration, the successful candidate must be available to work onsite on a regular basis.

Qualifications, Experience, and Capabilities

- Post-secondary degree in mathematics, actuarial science, statistics, finance, or a related field.
- Related experience in pension administration or a closely related field is considered an asset.
- Progress toward or completion of actuarial designations through the Canadian Institute of Actuaries (CIA), the Society of Actuaries (SOA), or the Casualty Actuarial Society (CAS) is considered a strong asset.
- Certified Employee Benefit Specialist (CEBS), Pension Plan Administration Certificate (PPAC), or equivalent designation is considered an asset.
- Ability to work directly with members, employers, and other stakeholders in a professional and highly regulated industry.
- Self-motivated with strong organizational skills, attention to detail, and the ability to multitask.
- Ability to work efficiently and effectively in a team environment with minimal supervision.
- Strong customer service orientation, supported by excellent verbal and written communication skills.
- Strong quantitative, analytical, and problem-solving skills, with the ability to apply mathematical



concepts to pension scenarios.

- Ability to identify process inefficiencies and recommend practical improvements that enhance efficiency and service delivery.

What We Offer

ATRF's unique offerings include competitive compensation, a comprehensive benefits package that includes coverage for health, dental, vision and a health/wellness spending account, a flexible work program, and a culture of continuous learning and professional growth.

At ATRF diversity is one of our core strengths. We are committed to providing a diverse and inclusive workplace where everyone feels valued and respected because of their uniqueness. We are an organization that takes pride in ensuring the people we hire and the culture we create reflects and celebrates diversity of thought, background, and experience.

Application Information

Individuals interested in being considered are required to submit a resume and cover letter to resumes@atrf.com by the application deadline of September 27, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. ATRF is committed to providing an inclusive and accessible application, recruitment, and selection process for all candidates. If you require accommodations at any point in the process, please let us know and we will make every effort to meet your needs.

The successful candidate will be required to complete a background check including educational verification, criminal record and a credit check. This is a full-time continuing position and requires the incumbent to be located within the Edmonton area.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.