

## **Employer Data Analyst (Pensions)**

### **Client Services – Employer Services & Data Management**

The Ontario Pension Board (OPB) administers the Public Service Pension Plan (the PSPP), a major defined benefit pension plan sponsored by the Government of Ontario. With 100,000 members and \$31 billion in assets, the PSPP is one of Canada's largest pension plans. It is also one of the country's oldest, successfully delivering the pension promise since the early 1920s. [Learn more about OPB.](#)

We have an exciting opportunity for an Employer Data Analyst who is client focused with strong analytical and problem-solving skills who can expertly reconcile employment history and financial data.

#### **Key Responsibilities:**

- Analyze, investigate and complete corrections to all rejected transactions received from Employer interfaces.
- Determine information/data needed to correct member's records.
- Validate information using detailed/practical knowledge of pension administration requirements, human resources policies and Employer's payroll procedures.
- Validate information for the enrolments received from the Employer Portal.
- Validate corresponding contributions and ensure it is received in a timely manner.
- Identify any discrepancies and work with Employers to resolve them; conduct follow-ups by phone and portal messages on a timely basis.
- Resolve any data clean up identified by the automated processes for leaves, immediate pensions and pre-retirement termination cases.
- Establish and maintain good working relationships with internal business partners and designated Employer contacts.
- Provide on-going advocacy, information and education to Employers of our plan.
- Follow established criteria to ensure the quality and integrity of the information used by Client Services, identify issues and trends, and make recommendations to improve efficiency and service.
- Working within a team, aim to meet or exceed client service expectations and provide data management support as needed.

#### **Key Qualifications:**

- Working knowledge with federal tax legislation, the Pension Benefits Act, Public Service Pension Plan Act and have a general understanding of the pensions industry.
- Your background will include processing client transactions in accordance with established best practices/policies and explaining complex issues through a variety of channels.
- You have strong knowledge and proficiency with MS Excel, Word and Outlook.
- You have strong mathematical, analytical, and problem-solving skills and initiative.
- You are someone with excellent time management, strong communication, and interpersonal skills that embrace teamwork with the ability to meet established timelines and to process large volumes of detailed information with minimal errors.
- You are self-directed but recognize the importance of relationship building with your team as well as with those across the organization.

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

**[Careers - Ontario Pension Board \(opb.ca\)](https://www.opb.ca/careers)**

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

This competition is open to all employees of OPB and has been posted on LinkedIn. 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. OPB is committed to fostering a culture of diversity, equity and inclusiveness that reflects the diverse communities we serve. We welcome and encourage applications from those who may contribute to the further diversification of ideas. Candidates being considered for this position will be required to submit to a background screening.