

Pension Technician

Do you have pension administration experience or looking for a career in the pension industry? Are you looking to join an organization where you can develop professionally? Opportunities are endless when you take the initiative to learn and grow in your career with our pension plan.

Who We Are

The Saskatchewan Teachers' Retirement Plan provides pension benefits to Saskatchewan teachers working in the province's publicly funded education system. We support over 28,000 members and have grown to just under \$7B in assets. We have a team of 15 pension professionals that form part of a larger organization, the Saskatchewan Teachers' Federation, which has a staff of over 150.

Why You'll Love Working Here

- Gain knowledge and experience working with one of Saskatchewan's largest target benefit pension plans, providing you with an opportunity to learn and develop specialized skills in the pension industry.
- An opportunity to make a difference in the lives of teachers.
- High-performance, people-focused culture.
- Inclusivity and diversity that is valued by honouring personal attributes, culture, characteristics, professional and academic backgrounds, worldviews, opinions and perspectives.
- Learning and development initiatives, including financial support to attain your Pension Plan Administration Certificate and access to LinkedIn Learning.
- Competitive salary, and 100% organization-paid extended health and dental benefits.
- Defined-contribution pension plan for employees, with a generous employer contribution rate of 9% of earnings.
- Generous paid time-off benefits, including minimum vacation of 20 days per fiscal year.

What Is The Role

Pension Technicians are involved in and responsible for a broad spectrum of pension activities ranging from pension administration and financial services to direct services to members through written and oral communication with regard to Plan provisions. Typical responsibilities include processing incoming benefit payments, payout calculations and monthly payments; answering inquiries; and processing school board remittances.

What You Will Bring

- An undergraduate degree in the area of business administration, economics or mathematics, combined with 2-3 years of related experience.
- A Pension Plan Administration Certificate or equivalent is preferred. An incumbent without this designation will be required to enroll and continuously progress through the program to successful completion.
- Strong interpersonal skills in dealing with members, employees at all organizational levels and with officials of other organizations.
- Computer proficiency with high level of competence in Microsoft Office applications; and ability to learn customized software systems.
- Demonstrated skill in arithmetic and mathematics.
- Knowledge of office administration practices.

How to Apply

If your experience, skills, and strong commitment to excellence serve to make you an exceptional candidate for this position, please visit the [career page of our website](#) for a complete job description and application procedures. Please note that the deadline for applications is November 13, 2022.