

## **Pension and Benefits Coordinator - Chiliwack**

Our Not For Profit client is hiring for a Pension and Benefits Coordinator for their Chiliwack office. This is a full time, permanent position that will be reporting directly to the Human Resources Manager.

You will be responsible for all the administration of the Company pension and benefit plan as well as for all the tracking and entry into the HRIS.

**In addition to the full time role, this position will be back up to the Payroll Administrator and so you will be cross trained for vacation coverage.**

### **Responsibilities:**

- **Communicate to new hires and existing staff on eligibility to enroll for company pension and benefit plan.**
- **Answers all employee enquires regarding pension and benefits**
- **update employee files in HRIS**
- **Upon employee termination, explain options regarding pension benefits**
- **As well as keying employee information up to date in regards to new hires, changes and new requests, keeping the HR Technician and Payroll Administrator in the loop of all changes**
- **Processing all pension termination documents**
- **Other related projects as assigned**

### **Required Experienced:**

- **3-5 years minimum or related experience or diploma in Human Resource Management**
- **Experience working on a computerized payroll and HRIS system**
- **Maturity and discretion in handling confidential and sensitive employee information**
- **Excellent working knowledge of the Pension Standards Act, BC Employment Standards and CCRA regulations**
- **Excellent communication and interpersonal skills**

**We thank everyone for their interest in this position. Due to time constraints, only those applicants that are being shortsighted for an initial interview will be contacted. All other applicants will have their resumes kept on file with The Placement Group for future opportunities.**

**Please send your resume with salary expectations to Nicole Bradfield at [nbradfield@pgstaff.com](mailto:nbradfield@pgstaff.com)**