



Come Build a Career At SHEPP Pension Officer

(1- Permanent Full-Time Position; 1-Temporary Full-Time Position)

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With over 59,000 members and over \$8 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, a competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

As a valuable member of SHEPP's Member Services team, the Pension Officer is accountable for providing accurate, timely, helpful and approachable service to Plan members, beneficiaries and other Plan stakeholders. To successfully accomplish this, Pension Officers will be required to develop an expert understanding of the Plan's benefit provisions and administrative policies and procedures. You will work effectively in a team environment where mutual accountability and positive results are the measure of success.

Qualified candidates will possess previous experience in a customer service role, along with a post-secondary degree in business administration or mathematics, supplemented by three or more years of experience in pension plan administration or relevant role. A combination of equivalent education, training and experience will be considered. A Pension Plan Administration Certificate (PPAC) and/or the Certified Employee Benefit Specialist (CEBS) designation would be considered an asset.

To succeed in this position, you will have demonstrated good judgement in dealing with people to ensure matters get resolved on terms acceptable to all, and you have comprehensive knowledge of mathematical concepts and applications used in the financial services industry. You are proficient with Microsoft Word and Excel and have excellent verbal and written communication skills.

Salary Range: \$64,468 to \$80,585 (based on qualifications and skills)

Please submit your resume no later than Friday, September 25, 2020 to:

Kelley Orban
Chief People Officer
Saskatchewan Healthcare Employees' Pension Plan
201-4581 Parliament Avenue
Regina, SK S4W 0G3
Fax: 306.751.8301
E-mail: careers@shepp.ca

We thank all applicants, but only those candidates to be interviewed will be contacted. Prior to starting employment with SHEPP, the selected candidate will be required to undergo a criminal record check.