



**SHEPP**

SASKATCHEWAN HEALTHCARE  
EMPLOYEES' PENSION PLAN

**JOB POSTING**

Senior Pension Officer

**Come Build a Career At SHEPP**  
**Senior Pension Officer**  
(Permanent 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 the member services team, the Senior Pension Officer is accountable for providing enhanced member services including coordinating and processing Plan member purchases of prior service, portability transfers and spousal relationship breakdowns. The Senior Pension Officer will be a pension specialist with advanced knowledge in applicable legislation, Plan terms and conditions and internal administrative practices and policies. In addition, the Senior Pension Officer will act on behalf of the Manager of Member Services to provide team leadership, education and directly assist Pension Officers and other pension services team members where appropriate.

Qualified candidates will possess a post-secondary degree in commerce, business administration, economics, mathematics or related field supplemented with five or more years of experience in pension plan administration or a relevant role. Completion of the Pension Plan Administrator Certificate (PPAC) or other pension or benefit related courses would be an asset.

To succeed in this position, you will have demonstrated superior judgement in dealing with people to ensure matters get resolved on terms acceptable to all and the ability to coach and mentor others to do the same. You will have comprehensive knowledge of relevant pension legislation as well as mathematical concepts and applications used in the pension industry.

Salary Range: \$89,036 to \$111,295 (based on qualifications and skills)

Please submit your resume no later than Friday, August 14, 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](mailto:careers@shepp.ca)

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*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.*

[people.pensions.results](http://people.pensions.results)