



Catholic Independent Schools of Vancouver Archdiocese

Office of the Superintendent

Benefits Administrator

The Superintendent's Office, Catholic Independent Schools Vancouver Archdiocese is seeking a full-time **Benefits Administrator** to work in a dynamic faith-based environment.

The **Benefits Administrator** is responsible for directing and planning the day-to-day operations of a group benefits program and pension plan serving over 3,000 employees. The successful candidate must have a minimum of 3 to 5 years of related benefits or employee benefits administration experience, and management expertise. SHRM-CP, PHR or CEBS professional designations are also preferred.

Essential functions of the position include:

- Serve as primary contact for plan vendor and third-party administrators. Ensure compliance with applicable government regulations. Research updates surrounding benefits, leave of absences, and stay abreast of Federal rules and regulations. Ensure timeliness and accuracy of required reporting and fees.
- Coordinate daily benefits processing. Handle enrollments, terminations, changes, beneficiaries, disability, accident and death claims. Oversee maintenance of employee benefits files and maintain group benefits database.
- Gather employee data and oversee the processing of monthly billings and make retroactive adjustments to billing statements as required.
- Perform plan audits. Prepare, collect and organize data for actuarial assessments.
- Provide customer service support to employees. Maintain up-to-date information on CISVA Benefit website. Develop communication tools to enhance understanding of the CISVA benefits package. Design and distribute materials for benefits orientations, open enrollment and summary plan descriptions. Provide training and support to group benefits representatives.

Competencies:

- Ability to analyze, access, process, and interpret information and solve complex problems in a high-energy, fast-paced environment.
- Superior communication skills and ability to act as a liaison between multiple layers of management and departments.
- Ensure accuracy and confidentiality of personal and company data.
- Manage multiple deadlines and have proven time management skills, with the ability to prioritize tasks.
- Demonstrate proficiency with Microsoft Office Products with an emphasis on Outlook, Access and Excel.

This is a **full-time position**, with a work schedule from 9:00am to 4:30pm, Monday to Friday.

Please submit your resume with a cover letter to the attention of Mr. Rob Mascitti, CISVA Human Resources Administrator, **by September 21, 2018, 4:00 p.m.** via email to: rmascitti@cisva.bc.ca

The CISVA would like to thank all applicants in advance for their interest; however, only candidates short-listed for an interview will be contacted.