

NOTICE OF COMPETITION

The Native Benefits Plan (NBP) is an Aboriginal organization that seeks to be a benchmark in pension fund management and an expert in fringe benefits for First Nations of Quebec. Since its establishment in 1979, the NBP has focused on improving the financial independence of First Nations members.

POSITION: **ACCOUNT MANAGER - RETIREMENT AND SOCIAL BENEFITS**
JOB LOCATION: Wendake
DURATION: Permanent, full time

JOB DESCRIPTION:

His main duties consist of increasing business and maintaining a profitable portfolio, as well as offering services and cost-effective solutions. In addition to being responsible for a client portfolio, the incumbent must develop a new clientele by offering the organization's products and financial services: NBP defined benefit plan; defined contribution plan; group insurance; occupational health and safety program and; other financial products. The incumbent contributes significantly to developing and maintaining an organizational culture centered on cooperation and fulfilling client needs. At all times, the incumbent acts with respect, tact and diplomacy.

MAIN DUTIES:

- Prepare group insurance renewals within specified deadlines; analyze and negotiate premiums and coverage; present the results to the various group representatives;
- Offer employers products, services and value-added advice;
- Manage relations between clients and the insurers;
- Provide service to the clients entrusted to him;
- Promote the pension plans, group insurance and other products and financial services offered by the NBP through information sessions offered to our current clientele and targeted clientele;
- Assess customer needs and prepare and propose product and service tenders to potential clients;
- Assume any other related responsibility or responsibility conferred to him by his superior.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in administration, actuarial science or other related field;
- Minimum of 5 years of experience in administration, actuarial science or representation in the financial sector;
- Ability to communicate in both official languages at an advanced level (spoken and written);
- Intermediate knowledge of the Microsoft Office Suite, with the exception of Excel where advanced knowledge is required;
- Available to travel on a regular basis to First Nations communities in Quebec and occasionally outside Quebec;
- Flexibility with regard to work schedules;
- Hold a valid driver's license;
- Knowledge of state-run plans and insurance legislation an asset;
- Knowledge of, and experience with, First Nations an asset;
- Following hiring, the employee must successfully meet the following conditions: courses and exams recognized by Autorité des marchés financiers (AMF) in the field of group insurance of persons.

PERSONAL QUALITIES:

- Interpersonal and customer relations skills
- Financial analytical abilities
- Good communication and negotiation skills
- Ability to work in a team
- Adaptability
- Professionalism
- Autonomy
- Planning and organizing skills

OTHER ASPECTS OF REMUNERATION:

- Participation in a defined benefit pension plan;
- Competitive group insurance program;
- The gross annual salary ranges between \$63 525 and \$87 255 and is based on the candidate's experience. This position is eligible to a bonification based on qualitative and quantitative goals. To receive the starting salary, the successful candidate must meet the academic and minimum work experience requirements or possess equivalent credentials suitable for the job;
- Advantageous work schedule and telework possible;
- Three weeks' vacation and two weeks paid leave during the holiday season.

HIRING PRIORITY:

The NBP seeks to fill positions with the best possible candidates. However, hiring priority will be given to First Nations members, where possible.

CLOSING DATE:

Those interested should forward their curriculum vitae and a cover letter by January 30, 2024, 4 p.m. by email to: carriere@rbagroupefinancier.com; or by mail to: 2936, rue de la Faune, Suite 202, Wendake (Québec) G0A 4V0.

Employment starting date: February 2024

Please note that only those candidates whose applications have been retained for further consideration will be contacted.