



COMPETITION NOTICE

The Native Benefits Plan is an Aboriginal organization that aims to be the reference in pension fund management and expert in social benefits for First Nations in Quebec. Since its creation in 1979, the RBA has been committed to improving the financial autonomy of First Nations members.

JOB TITLE: **GROUP INSURANCE AND PENSION PLAN TECHNICIAN**
PLACE OF WORK: Wendake
DURATION: Permanent, full-time position

JOB DESCRIPTION:

The job holder aids in the various preparation and distribution stages of financial products and services. Therefore, they prepare the documents of financial products and services used by the account managers. They answer requests and disclose the necessary information to clients.

In collaboration with the advisors and account managers, the job holder ensures that information and documents are up to date. They assist and support the advisors and account managers in their respective duties, whether it is on a developmental basis or on maintaining relationships with all parties. They act with respect and diplomacy at all times.

MAIN DUTIES:

Rigorous in file management, they offer appropriate technical support for all projects submitted by advisors and account managers. They must meet production deadlines and expectations from internal and external clients.

They know that every exchange, document access or information related to the NBP (clients, employees and service providers) must stay confidential at all times. The job holder's responsibilities include, but are not limited to:

Administrative work

- Assist to update statistical reports, procedures, Excel sheet, PowerPoint presentations, etc.;
- Act as the bridge between internal and external participants for briefing materials and various requests regarding materials from service providers, clients and advisors;
- Assist in event planning based on the account managers' requests;
- All other administrative tasks.

Individual financial products and services related work

- They work closely with advisors and account managers and answer various requests;
- Prepares the documents in the call for tenders, group insurance renewals and, if necessary, customizes them;
- Control the elements when new groups or employers enroll;

QUALIFICATIONS NEEDED:

- Great administrative qualifications, meaning great management skill to ensure the upkeep and technical support of files;
- Being independent while also knowing when to ask questions to the advisors or supervisors;
- Ability of time and priority management based on deliverable and deadlines to ensure that the supervisor, advisors and clients' expectations are met;
- Contribute to the teamwork, able to share knowledge and act with respect and professionalism;
- Diplomat in their exchange with colleagues and clients;
- Be discreet and stay confidential;
- Rigorous in file management;
- Able to develop a trusting relationship with clients.

SKILLS REQUIRED:

- Diploma of college studies (DCS) in administration related field;
- 2 years of experience in technical support in a related field;
- Great knowledge of written and spoken French and English to communicate with French and English-speaking clients;
- Good knowledge of Microsoft programs (Excel—intermediate);
- Having a permit or certification from the AMF (or on track to obtaining) is considered an asset.

OTHER COMPENSATION:

- Participation in a defined benefit pension plan;
- Competitive group insurance plan;
- The gross annual salary for this position is between \$54,004 and \$74,352 and varies according to the candidate's experience, qualifications, and skills;
- Advantageous work schedule;
- Three weeks of vacation time, plus two paid weeks off during the holiday season.

HIRING PRIORITY:

The RBA's objective is to fill positions with the best available candidates, favouring the hiring a First Nations member whenever possible.

CLOSING DATE:

Interested persons must submit their resume and cover letter before by email to carriere@rbagroupefinancier.com or to the following address: 2936, rue de la Faune, bureau 202, Wendake, Quebec G0A 4V0.

STARTING DATE: As soon as possible

Please note that only those selected to continue the process will be contacted.