



ᓄᓕᓕᓄᓕ ᓅᓕᓕᓄᓕᓄᓕᓄᓕ ᓄᓕᓕᓄᓕ
Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alryaktuqtunik Ikumatjutiit

Put a NEW KIND of ENERGY in YOUR CAREER.

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career - now and in the future.

PAYROLL, PENSION & BENEFITS ADMINISTRATOR

BAKER LAKE, NU - Ref. No. QEC-17-025

If pension and benefits administration is your forte and you're ready to play a fundamental role in ensuring QEC can meet its corporate Pension and Benefits requirements and its legal obligations, while ensuring the accuracy and timeliness of payment remittances and service excellence to QEC clients, read on.

Reporting to the Manager, you will administer the corporate benefits and pension plans, including new hire documentation and submissions, termination processing, counselling employees on death and disability claims, liaising with benefits providers and the Superannuation Directorate, auditing and reconciling contributions and deductions, and submitting monthly pension and benefits remittances. Your detail focus and aptitude for working with numbers will prove invaluable as you summarize Payroll and Benefits information into Excel spreadsheets for import files and management reports, and work with Payroll to ensure accurate employee data, deductions and benefits.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Advising management and/or Human Resources on issues and concerns affecting Pensions and Benefits - financially and administratively;
- Defining and action planning all Pensions and Benefits administrative priorities to meet deadlines;
- Working closely with Payroll to ensure employees are enrolled in the appropriate plans;
- Maintaining up-to-date knowledge of Pensions and Benefits legislation and service offering changes;
- Acting as champion of administrative effectiveness and efficiencies, including use of technology;
- Performing year-end reconciliations and calculations for Pension Adjustments/ Reversals;
- Maintaining Pensions and Benefits brochures, guides, pamphlets and forms for employee use;
- Collecting, processing and completing required documentation and distributing to employees, to initiate benefits on hire and address any changes;
- Reconciling payment remittances to prevent under/overpayments, and completing Journal Entries;

- Assisting Manager, Payroll, Pension and Benefits with ad-hoc reports, as required; and
- Supporting Payroll with testing, validation and implementation of new or upgraded software systems for Payroll/HRIS.

REQUIRED QUALIFICATIONS INCLUDE:

- A 2 year college-level diploma in Business Administration, Human Resources, Finance/Accounting or a related discipline, and 2 to 3 years' experience in Pensions and Benefits administration;
- Completion of, or working towards, the Certified Employee Benefit Specialist (CEBS), or Group Benefits Associate (GBA), or Retirement Plans Associate (RPA), or Payroll Compliance Practitioner (PCP) certification (an asset);
- Advanced knowledge of MS Office (Excel, Word, Outlook);
- Experience in interpreting collective agreements from an employee benefits perspective;
- Demonstrated analytical and problem-solving skills;
- Good verbal and written communication skills;
- Knowledge of Nunavut, the land, language and culture (an asset); and
- The ability to speak Inuktitut, Inuinnaqtun and/or French (an asset).

We offer a salary range of \$71,857 to \$87,282 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$24,381 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is available.

Preference will be given to Nunavut Inuit.

Apply in writing, by **August 25, 2017**, to: hr@qec.nu.ca

or by mail to: **Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.**

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

qec.nu.ca