

Benefits Administrator- Hour Bank

Role Description

Opportunity

Helping businesses keep a promise to their employees is a great feeling, and that is what we deliver everyday. We are one of the pre-eminent construction industry associations in Canada, and one of the largest and fastest growing providers of group health benefits in Western Canada. We are looking for great team members who want to feel fantastic about the benefit plan services they provide and the opportunity to help people every day.

For over 45 years, the Independent Contractors and Businesses Association (ICBA) has been the voice of B.C.'s construction industry. Today, ICBA represents more than 3,300 members and clients, and is one of the leading third-party providers of group health and retirement benefits in B.C. and the single largest sponsor of trades apprentices in the province.

Summary

As a Benefits Administrator for ICBA Benefits, you will be supporting one of the largest Hour Bank Plans in Canada and will be responsible for enrolling new employees and their family members on our system, processing hours worked, and sending out communications to employers and employees.

Responsibilities

- Process enrolment adds, changes, and terminations
- Process client remittances
- Coordinate mailouts to clients and their employees
- Manage online files of documents and correspondence

Requirements

- Previous benefits administration or payroll experience an asset
- Highly organized with the ability to multi-task and meet time sensitive deadlines
- Accuracy and superior attention to detail
- Proficient with MS Office, including Word, Excel, Outlook and SharePoint. Ability to master new software quickly
- Aptitude with numbers and with data entry
- Interpersonal skills: team player, tactful, sensitive, flexible, works well with others

Rewards

We offer:

- A competitive base salary
- Team Bonus structure
- Full benefits package
- Matching RRSP contribution benefit
- Vacation and Flex-time



- Parking/Transportation allowance
- We encourage professional development and designations, as well as pursuing learning & development opportunities as part of a growing organization

How to Apply

Apply through the job post on [indeed.com](https://www.indeed.com), or submit your resume and cover letter to Jenny Ma, Office Manager, at hr@icbabenefits.ca.