



BILSLAND GRIFFITH
Benefit Administrators

Benefit Plan Data Analyst – Burnaby BC

Bilsland Griffith Benefit Administrators is a third party pension and benefit plan administrator based in Burnaby. We work closely with the members and Trustees of negotiated cost pension and benefits plans in delivering superior member service and accurate plan administration.

Our team is made up of pension and benefit administrators, data analysts, accountants, support staff and consultants, focusing on making sure that plan members understand the benefits that have been negotiated on their behalf. Our clients value our breadth of experience and attention to detail in administering their plans.

We have an opportunity for a full-time, permanent Benefit Plan Data Analyst responsible for data administration of member information from various plans administered through Bilsland Griffith Benefit Administrators (BG). This information determines eligibility for health and welfare benefits as well as pension contributions.

Responsibilities will include:

Data Administration

- Enter data from client plans into spreadsheets which have been created to track eligibility of benefits.
- Reconcile cheques from employers and create remittances prior to sending to the bank.
- Reconcile funds in accounts and send to supervisor for deposit to the appropriate accounts.
- Review discrepancies from client accounts and determine solutions.
- Enter data into spreadsheet and determine if members are short hours for eligibility. Provide information in order for Self-Paid notices to be sent to the employee.

Calculation

- Calculate pension and health and welfare hours to meet plan specification into spreadsheet that then goes into system.
- Calculate and determine hours and eligibility for other related funds and service available to members under the client plans.
- Create spreadsheets and fill in forms for employers to use, so that data can be processed and transferred electronically and remittances can be made electronically.
- Upload data from Excel spreadsheets provided by employer to the system.

- Create hours spreadsheets for client plans to assist the Pension Administrator with determining pensions for members.

Work Experience:

- 3-5 years previous data analyst and administration experience, preferably within finance, analytics or pension environments.

Education:

- Completion of post-secondary in accounting, human resources, administration or related.

Knowledge, Skills and Abilities:

- Advanced math and analytical skills.
- Strong listening, verbal and written communication skills to work effectively in an English work environment
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Advanced level skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Access, PowerPoint, Outlook), related databases and Internet.

Work Location:

Our office, located at #1000 – 4445 Lougheed Hwy, Burnaby, BC V5C 0E4, is centrally located near the Brentwood Sky Train station for an easy commute from around the Lower Mainland.

Salary:

The salary for the successful candidate is \$50,000 based on a 35-hour work week, Monday to Friday.

Benefits include:

- Benefits - Employer paid group benefit plan; EHC, dental, EAP and health spending account.
- RRSP - Company will make RRSP contributions.
- Bonus - Annual bonus based on performance.
- Paid time off.

Bilsland Griffith offers continuous growth and supports employees personal and professional development.

How to Apply:

We thank everyone for their interest in this role at Bilsland Griffith Benefit Administrators. Only the most suitable candidates will be contacted.

Interested applicants should provide a letter, stating experience, interest in the company and position as well as resume to: careers@bgbenefitsadmin.com.