



Benefits Specialist – Vancouver

This year, Odlum Brown celebrates its 97th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 21 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a Benefits Specialist to join our award-winning firm in the Vancouver office.

As the Benefits Specialist you will partner with key stakeholders in the delivery of the total wellness program at Odlum Brown. Reporting to the Manager, Payroll and Benefits, you will be responsible for the analysis, design, delivery and administration of the benefits, health and wellness programs.

The successful candidate will be a subject matter expert (SME) and a driver in building and maintaining our total wellness initiatives, while providing best-in-class service to our employees. Through an analytical, active and hands-on approach, you will have an opportunity to make an impact and influence the evolution of the benefits and wellness offerings by applying your strong administrative capability and strategic thinking to the bigger picture, in alignment with the firm's goals.



RESPONSIBILITIES

- Benefits Program Delivery and Administration
 - Input, manage and reconcile benefits data within the HRIS system and vendor platforms (enrollments, changes, life events and termination of benefits)
 - Facilitate claims management and resolve challenges by coordinating with benefits providers and various internal and external stakeholders to reach successful resolution and make recommendations to improve processes
 - Review and audit monthly benefit reports and invoices to ensure accuracy of information prior to payment
- Benefits Analysis and Design
 - Manage the benefits plan review processes, including the analysis and reporting of information provided by third parties
 - Coordinate, plan and direct the activities related to biennial open enrollments and changes
 - Stay current with industry trends and changes to legislation governing benefits plans and recommend appropriate course of action
- Disability Management
 - Maintain oversight on disability management programs, firm and market trends
 - Support leaders to ensure appropriate return to work plans are in place and adhered to
- Total Wellness Program Management
 - Facilitate and lead orientation and education sessions for benefits and health and wellness initiatives
 - Provide benefits-related support to team members and maintain all internal benefits-related documentation, including the Employee Benefits Handbook
 - Serve as SME and recommend best practices for program administration by actively participating in the development of enhanced offerings and the ongoing improvement of processes and system effectiveness

KNOWLEDGE AND EXPERIENCE

- Minimum five (5) years' of progressive benefits, disability management and health and wellness experience
- Bachelor's degree in Human Resources, Business or related field
- Certified Employee Benefits Specialist (CEBS) designated candidates will be given priority
- Working knowledge of local regulations, filing and compliance requirements as they relate to benefits administration and policy
- Proficient with Microsoft Office programs with strong Excel skills
- Ceridian Dayforce HRIS knowledge is an asset
- Sound analytical and problem-solving skills with the ability to handle escalations and time critical issues
- Excellent interpersonal and employee relations skills complimented with professional written and verbal communication
- Organized with strong attention to detail utilizing service- and results-oriented experience and judgement to set and accomplish goals
- Ability to work independently and within a team to develop professional relationships across the business
- Commitment to working in a deadline-oriented environment with high confidentiality and discretion



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Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **October 2, 2020**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.