



## Benefits Specialist – Vancouver

### WHO WE ARE

Anchored in our purpose to help clients achieve their financial goals, Odlum Brown has remained an independent, full-service investment firm for over 100 years. Wholly owned by its team members, the firm continues its tradition of leadership in the financial community as one of BC's most respected investment firms.

We are honoured to be nationally recognized as one of Canada's Best Managed Companies and one of Canada's Most Admired™ Corporate Cultures, and to share the achievement of a century in business with our valued team members, clients and communities.

### CULTURE AND VALUES

Guided by a set of timeless core values – Clients First, People, Accountability, Independence, Integrity and Community – we are very proud of the vibrant, ever-evolving culture that we have built over the years. These values are the cornerstone of our culture and the 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 – all with diverse backgrounds and experiences to share from around the globe. 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. A recipient of a Canada's Volunteer Award from the Government of Canada, 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.**

### WHAT YOU'LL DO

As the Benefits Specialist, you will partner with key stakeholders in the delivery of the benefits and 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 team members. 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
  - Serve as the main point-of-contact for team members regarding benefits inquiries
  - Maintain all internal benefits-related documentation, including handbooks, policies and guides
  - Input, manage and reconcile benefits data and ensure data integrity within the HRIS system and vendor platforms (enrollments, changes, life events and termination of benefits)
  - Facilitate claims management with benefits providers and various internal and external stakeholders and make recommendations to improve processes
  - Review and audit monthly benefits reports and invoices for 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
  - Plan and direct 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 and firm and market trends
  - Consult with stakeholders to ensure appropriate return to work plans are in place and adhered to
  - Oversee the firm's ergonomics program
- Total Wellness Program Management
  - Facilitate and lead orientation and education sessions for benefits and health and wellness initiatives
  - 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
- Working knowledge of local regulations and filing and compliance requirements as they relate to benefits administration and policy
- Proficient with Microsoft 365 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 skills complemented 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



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- 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
- Candidates working towards a Certified Employee Benefits Specialist (CEBS) designation will be given priority

## WHAT WE OFFER

A culture of openness, collaboration and respect is foundational to our firm. We are a diverse, driven group of individuals who genuinely care about one another and encourage and appreciate each other's contributions. We believe in rewarding team members and do this by providing a competitive total rewards package that is fair and equitable; mentorship programs; flexible work options; and a variety of professional development opportunities to expand your career. This role has an expected salary of \$75,000 – \$90,000/year, plus the potential for bonuses.

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 role, we invite you to submit a cover letter and resume to [careers@odlumbrown.com](mailto:careers@odlumbrown.com) by **August 9, 2024**.

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.