



Job Posting: Pension & Benefits Specialist

Job Category: Human Resources

Requisition Number: 1487

TriSummit Utilities Inc. (TSU) is an energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to make communities a better place to live, by connecting them to the energy they want, when they need it, now and into the future. In an ever-changing world, our vision is to adapt, using our energy infrastructure to provide increasing value to our communities and investors. Our people take great pride in supporting and having a positive impact in the communities where we live and work. If you share our passion for these values and are eager to make a meaningful impact, we invite you to join our dedicated team.

What You Will Do:

Reporting to the Vice President, Human Resources the **Pension & Benefits Specialist** will be responsible for managing and administering the organization's pension and benefits programs. As the Pension & Benefits Specialist, you will provide guidance to employees about their benefits options, manage the enrollment and claims processes, and ensure legislative compliance with human rights, privacy and pensions.

Your responsibilities will include, but are not limited to:

- Administer and manage the effective delivery of multiple retirement & Savings plans, including Defined Contribution (DC) and Defined Benefit (DB) Pension Plans, and benefit programs.
- Primary contact for all benefit providers and consultants.
- Ensure legislative compliance with human rights, privacy and pensions.
- Reconcile benefit premium billings and invoices.
- Provide education and communication for all TSU's benefit programs to employees.
- Lead the preparation and organization of the TSU Retirement & Savings Committee and regular attendance of the subsidiary benefit committee meetings.
- Participate as a member of the Joint Health & Safety Committee to support Wellness Programs, including execution of annual wellness initiatives.
- Administer and manage the effective delivery of TSU Disability Management Programs and WCB.
- Responds to internal benefit and pension related inquiries or requests and provides assistance as required.
- Responsible for the Benefits section of the HR SharePoint Landing Page.
- Provides general human resources support.
- Other human resources and administrative tasks, as required.

What You Will Need to Succeed:

This position has the following occupational requirements:

- Bachelor's degree in human resources, business or related field including specialized course work (such as CEBS) in pension and benefits administration
- CPHR Designation and or certified benefit specialist or equivalent, CHPR Candidate may be considered
- 3-5 years' experience in pension & benefit administration or a combination of education and experience

To excel in this position, we recommend that candidates have the following skills and qualifications:

- Knowledge of disability management programs and workers compensation
- Proficiency in Microsoft Office Applications (word, excel, PowerPoint, SharePoint)
- Experience with UKG is an asset
- Exceptional communication skills
- Conflict management skills
- High attention to detail
- Ability to maintain complete confidentiality and adhere to strict standards when dealing with confidential information

If you meet most of the position skills and qualifications, you are still encouraged to express your interest in joining our team. We invite applicants to submit their resumes, emphasizing their accomplishments that align with the occupational requirements. Your distinct skills and experiences may still qualify you as a valuable addition to our team.

What We Will Provide:

TriSummit Utilities Inc. is committed to your professional and personal growth, as well as your overall health and safety. When you join our team, here is what you can expect:

- Competitive compensation with incentive program
- Comprehensive Benefits Programs, including Pension & Savings Plans
- Employee Assistance Program
- A Hybrid Work model tailored to the requirements of the Calgary Corporate Office.
- A safety-centric culture.

Inclusive Workplace:

At **TriSummit Utilities Inc.**, we are dedicated to creating an inclusive workplace that celebrates the unique strengths, perspectives, and experiences of all our employees. We firmly believe that our differences empower us to become a stronger team, leading to better decisions, innovation, and business results. We encourage applications from candidates of all backgrounds to help us continue building an inclusive workplace.

Ready to Join Us?

If you are eager to be part of our team and make a difference in the energy industry, please submit your resume and cover letter in confidence to the Human Resources Department. We look forward to receiving your application!

Join Our Team as a Pension & Benefits Specialist at TriSummit Utilities Inc.!