Compensation and Benefits Specialist

Marine Atlantic is a federal Crown corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it’s reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn’t bring people together every day without our own dedicated employees. Our employees embody our core values; they are safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently accepting applications for a Compensation and Benefits Specialist to work in our Human Resources Department, at our North Sydney location.

The Human Resources Department is responsible for developing and implementing strategies that foster strong employee engagement with Marine Atlantic's vision, in the areas of leadership, planning, labour relations, and employee development. The Human Resources Department develops, implements and ensures compliance with Corporate policies and processes, including, but not limited to, recruitment and selection, performance management, compensation and benefits, pension plan administration and all other policies related to overall employee impact and engagement.

Reporting directly to the Manager of Human Resources, this challenging and multifaceted role, is responsible for the administration of Marine Atlantic’s Defined Benefit Pension Plan, administration of the Company’s benefits plans, covering Heath and Dental, Short and Long-Term Disability and Life Insurance benefits for all eligible employees.

The Compensation and Benefits Specialist will demonstrate a strong commitment to safety and will work diligently to promote a safe working environment.
As a key Contributor to the Human Resources Department, the Compensation and Benefits Specialist will:

- Be the primary liaison between employees and benefit carriers
- Process new employee benefits enrollments, renewals and terminations
- Process weekly indemnity, insurance waivers, long-term disability and life insurance claims
- Process monthly retirements
- Process electronic employee leave requests
- Prepare monthly billings and forward to respective benefits carriers
- Maintain and update Marine Atlantic’s HRIS system
- Monitor and audit benefit data on a regular basis
- Maintain the computerized travel pass system and create travel cards
- Provide assistance to payroll in the calculation of taxable benefits
- Conduct employee benefits education sessions
- Participate in Pension Board meetings and prepare meeting minutes
- Maintain personnel files and assist with mail-outs
- Assist in the accomplishment of company objectives by performing other related duties as required

To be successful, the Compensation and Benefits Specialist must have/be:

- A minimum of 2 years’ experience in the Human Resources or Benefits field
- Experience in the administration of employee benefits, insurance contracts and policies
- Experience in the use of computer-based human resources information systems (HRIS)
- Knowledge of report writer computer software
- Exceptional communication and interpersonal skills
- Strong analytical and time management skills
- Proficiency in Microsoft Office applications

Assets for this role include:

- Certified Employee Benefits Specialist (CEBS) or Certified Human Resources Professional (CHRP) designations
EDUCATION

A degree in Business with a Major in Human Resources or related field

OR

A combination of equivalent education, job-related training and experience in a related position

If you have the ambition to make a difference and you meet the above requirements, please apply online before midnight on 01 July 2016.

All applicants must apply on:

Apply Online

Please note: For your application to be considered, all sections and questions must be completed.

Why Marine Atlantic?

We are dedicated to creating an environment which promotes employee growth and career satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive benefit packages, professional development opportunities, and travel pass privileges on our vessels.

Important Messages:

Marine Atlantic Inc. is committed to Employment Equity and Diversity and invites applications from Women, Aboriginal People, Persons with Disabilities, and Visible Minorities. To receive this job poster in an alternative format, please contact the Marine Atlantic Human Resources Department at hrinquiries@marine-atlantic.ca.