



EMPLOYMENT OPPORTUNITY HR BENEFITS TECHNICIAN

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	HR Benefits Technician
Reporting to:	HR Coordinator
Classification:	Administration technician
Category:	Support Staff
Status:	Permanent, Full-Time
Working Hours:	Weekdays, 35 hours
Annual Salary:	\$44,062.20 - \$58,822.40
Start Date:	As soon as possible

NATURE AND SCOPE

In accordance with the Mission and Vision of Marianopolis College, the HR Benefits technician main function is to be the primary liaison for all employee matters related to benefits. The HR Benefits technician will also ensure that the benefits accounts are reconciled with payroll and human resources processes and that discrepancies are addressed. The HR Benefits technician assists with day-to-day operations to ensure that the flow of information, the accounting reconciliations and the processing of group benefits and retirement plans are done on a timely fashion.

RESPONSIBILITIES

- Maintains the employee benefits program in payroll and human resources systems using established procedures
- Presents to employees on an individual basis options in terms of their benefits (group insurance, parental leaves, unpaid leaves, etc.); responds to employee inquiries and resolves issues
- Informs and assists employees and retirees with various Retraite Québec programs (i.e. pension requests, buybacks, pension transfers, etc.)
- Analyzes employee contributions to the pension plan and produces the annual declaration to Retraite Quebec

- Processes modifications to the employee group benefits plan and communicates with the benefits suppliers to ensure the accuracy of records and resolves outstanding accounting issues in a timely manner
- Processes short-term and long-term disability claims and work accident cases submitted to the CNESST
- Ensures compliance with reporting regulations of various government agencies related to benefits
- Performs monthly reconciliations of benefit accounts and ensures payment of invoices
- Produces reports on professional development activities and expenditures
- Provides appropriate support regarding the absence tracking tool and prepares accounting entries for vacation accruals
- Ensures that basic data entry in the pay system is done in an accurate and timely manner and provides year end reporting, as requested
- Participates in the implementation of new procedures and gives feedback for continuous improvement and quality control
- Fulfills other duties as required

PROFESSIONAL ATTRIBUTES

- Service-oriented with a proven track record working with various stakeholders in a welcoming, positive, and professional manner
- Detail-oriented with a high level of efficiency; diligent with rules and procedures
- Good interpersonal and communication skills
- Highly organized, with an ability to set priorities and meet deadlines
- Ability to work independently and as part of a team

QUALIFICATIONS

- College level diploma (DEC) in an appropriate specialty (Administration, Accounting or other related field)
- Proficient in Microsoft Office (testing may be required)
- Recognized experience in Human Resources in areas such as benefits, payroll, accounting systems or databases
- Minimum of 3 years experience in a related field
- Strong English and French communication skills, both written and spoken (testing may be required)

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please send us your CV and a cover letter before March 23, 2023 to e.livingston@marianopolis.edu.