

NOTICE OF COMPETITION

The Native Benefits Plan (NBP) is an Aboriginal organization that aspires to be the primary reference in pension fund management and expertise in social benefits for First Nations in Quebec. Since its establishment in 1979, the NBP has focused on improving the financial independence of First Nations members.

POSITION: Account manager – retirement and social benefits

JOB LOCATION: Wendake

DURATION: Permanent full-time position

REMUNERATION: Competitive, according to the pay scale in effect

JOB DESCRIPTION:

Under the supervision of the manager responsible for business development and communications and the senior retirement and social benefits account manager, the incumbent acts in the capacity of account manager – retirement and social benefits. His main duties consist of increasing business and maintaining a profitable portfolio, as well as offering services and cost-effective solutions. In addition to being responsible for a client portfolio, the incumbent must develop a new clientele by offering the organization's products and financial services: NBP defined benefit plan; defined contribution plan; group insurance; occupational health and safety program and; other financial products. The incumbent contributes significantly to developing and maintaining an organizational culture focused on cooperation and meeting customer needs and, in all circumstances, acts with respect and tact.

MAIN DUTIES:

- Prepare group insurance renewals within specified deadlines; analyze and negotiate premiums and coverage; present the results to the various group representatives;
- Offer employers products, services and value-added advice;
- Manage relations between clients and the insurers;
- Provide service to the clients entrusted to him;
- Promote the pension plans, group insurance and other products and financial services offered by the NBP through information sessions offered to our current clientele and targeted clientele;
- Assess customer needs and prepare and propose product and service tenders to potential clients;
- Assume any other related responsibility or responsibility conferred to him by his superior.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in administration, actuarial science or other related field;
- Minimum of 5 years of experience in administration, actuarial science or representation in the financial sector;
- Ability to communicate in both official languages at an advanced level (spoken and written);
- Intermediate knowledge of the Microsoft Office Suite, with the exception of Excel where advanced knowledge is required;
- Available to travel on a regular basis to First Nations communities in Quebec and occasionally outside Quebec;
- Flexibility with regard to work schedules;
- Hold a valid driver's license;
- Knowledge of state-run plans and insurance legislation an asset;
- Knowledge of, and experience with, First Nations an asset;
- Following hiring, the employee must successfully meet the following conditions: courses and exams recognized by Autorité des marchés financiers (AMF) in the field of group insurance of persons.

DESIRABLE ATTRIBUTES:

- Interpersonal and customer relations skills
- Financial analytical abilities
- Good communication and negotiation skills
- Ability to work in a team
- Adaptability
- Professionalism
- Autonomy
- Planning and organizing skills

Hiring priority:

The goal of the NBP is to staff positions with the best available applicants, with priority given to hiring First Nations members, where possible.

CLOSING DATE:

Those interested should forward their curriculum vitae and a cover letter by October 26, 2018, 4 p.m. by email to: caroline.charest@trinomeconseils.com, by fax at: (450) 654-5584, or by mail to: 226 boul. Brien, bureau 201, Repentigny, Quebec, J6A 7E9

The employment starting date is scheduled for the month of January 2019.

Please note that only those candidates whose applications have been retained for further consideration will be contacted.

www.rbagroupefinancier.com

Note: In this document, the masculine is generic and applies to both men and women. It is used solely for the sake of readability.