



Member Records Representative

Winnipeg, Manitoba

TRAF Offers:

- Positive, diverse, equitable and inclusive work environment
- Competitive salary
- Comprehensive benefits package

About TRAF:

The Teachers' Retirement Allowances Fund (TRAF) administers the defined benefit pension for approximately 40,000 active, former and retired teachers in the Manitoba public school system.

TRAF is committed to a diverse, equitable and inclusive workplace. Under *The Accessibility for Manitobans Act*, all applicants may request reasonable accommodation, which will be provided throughout the recruitment process.

How to Apply:

Please apply online at jobs.peoplefirsthr.com/#/jobs.

For further information about this career opportunity, please contact Jenessa McCrae at jmccrae@peoplefirsthr.com.

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

Privacy Notice:

By applying, you consent to People First HR retaining your resume for up to seven (7) years to consider you for current and future opportunities. If you do not wish for your information to be kept on file, please email jmccrae@peoplefirsthr.com.

Located in downtown Winnipeg at The Forks, **TRAF** (Teachers' Retirement Allowances Fund) is seeking a professional, dedicated, and detail-oriented **Member Records Representative**. This position assists in the collection, review and maintenance of member service, salary and contribution data provided by school divisions and other employers. The Member Records Representative builds and maintains relationships with the 38 school divisions and other participating organizations.

As the Member Records Representative, you will:

- Review and validate service, salary and contribution data provided by employers, correct discrepancies and adjust data as required.
- Prepare member files for benefit calculations (e.g., termination, death, final pensions and pension suspensions or reactivations).
- Prepare and review disability reports (short-term and long-term) and related information including processing of pension adjustments and T4As.
- Assist with the semi-annual data review and consolidation performed after the completion of each school term.
- Provide training and ongoing support to employer payroll personnel.
- Assist in the development and maintenance of various employer communications such as newsletters, training material and general correspondence.
- Perform other duties as assigned.

You and Your Experience:

- University degree or diploma in business or related field.
- Minimum two years of data management or related experience.
- Experience in the pension benefits or payroll field would be an asset.
- Strong analytical, mathematical, organizational and problem-solving skills.
- Effective communication skills (verbal, listening and writing).
- Commitment to confidentiality and discretion.
- Ability to perform within a team environment with limited supervision.
- Demonstrated proficiency with Microsoft Office, including Word and Excel.
- Able to travel throughout Manitoba to provide employer training.
- Proficiency in French language, although not required, would be an asset.