



## Pension and Benefits Coordinator

Canada's National Ballet School is currently inviting applications for the **full-time, permanent** position of **Pension and Benefits Coordinator**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has 300+ employees supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our Human Resources team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization, NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture. This position offers flexible work arrangements including the option for a hybrid working model.

Reporting to the Human Resources Manager, the Pension and Benefits Coordinator administers the pension and benefits programs. This role plays an important part in contributing to employee engagement by ensuring our employees' total rewards are accurate and by providing prompt resolutions to pension and benefits-related inquiries and concerns.

### Major Duties and Responsibilities

- Administer the employee pension and benefits plans including tracking eligibility and enrolling eligible employees, answering employee inquiries, coordinating orientation sessions, and processing employee changes and terminations
- Facilitate employees' benefits and pension resolutions with carriers
- Participate in annual benefits renewal process and pension statement review and distribution
- Support the Finance team by participating in annual audits
- Administer the Leave of Absence (LOA) process, ensuring complete and accurate benefits and pension communication, participate in the return to work process
- Review insurance carrier invoices and prepare cheque requisitions for payment
- Assist with maintaining the HRIS including compiling, entering, and verifying employee information for all payroll changes including new hires, terminations, salary, pension and benefits, personal and other payroll related updates; assist employees with inquiries
- Assist with tasks related to attendance tracking
- All other duties as assigned

### Qualifications/Skills/Experience

- Degree/diploma with HR focus
- 2-3 years' pension and benefits administration experience
- CHRP designation (or in progress) is considered an asset
- Demonstrated knowledge of pension and benefits legislation and best practices
- Experience with ADP WFN is an asset
- Working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook)
- Strong attention to detail and time management skills
- Ability to work in a fast-paced environment with tight deadlines and shifting priorities
- Excellent communication and collaboration skills

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

**Join our team today!** Please email your resume and cover letter **with salary expectations**, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and indicate "**Pension & Benefits Coordinator - 2022**" in the subject line.

Consideration of applications will begin immediately and continue until the position is filled.

## About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment. Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

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**NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.**

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.