

Actuarial Analyst (Co-op Term)

Morneau Shepell is the largest company in Canada offering human resources consulting and outsourcing services. Morneau Shepell is the leading provider of Employee and Family Assistance Programs, as well as the largest administrator of pension and benefits plans. The Fredericton office of Morneau Shepell provides administration services to pension plans, and actuarial consulting to both pension plans and workers compensation boards. The majority of the office's pension clients are large public sector pension plans in the Atlantic Provinces. The office also provides on-going actuarial consulting services to various workers compensation boards across Canada. Our client surveys indicate a very high level of satisfaction with our services and client retention has been high for several years.

Duties:

In the scope of our firm's automated processing of pension calculations, the co-op student will be working in the team that performs verification and certification of various calculations performed by the automated system. The co-op student's main duties are:

- Verify calculations of estimates of pensions, retirement pensions, termination of employment benefits and death benefits
- Certify the preliminary and final pension calculations
- Process requests for service buy-back
- Assist in the preparation of year-end annual pension statements
- Take direction from, and support, senior team members
- Attend internal training sessions to build knowledge of industry topics and trends
- Assist with special projects, as required

Requirements:

- Currently studying business, mathematics, statistics or actuarial science at a university.
- Excellent analytical and mathematical skills
- Exceptional customer focus with strong professional acumen
- Excellent communication and organizational skills
- Dedicated team player, who demonstrates initiative and independence
- A good understanding of personal computers and software, particularly MS Word, Excel and PowerPoint
- Successful completion of an actuarial exam is an asset

Details about the Internship Period:

- Located at the office of Morneau Shepell, Fredericton NB.
- Co-op work term would last 16 weeks from April 30th, 2018 until August 17th, 2018 (Exact dates are negotiable)

Please submit your resume, cover letter, and transcript to: cknox@morneaushepell.com.

Deadline for submission is February 19th, 2018.