

## Career Opportunity Actuarial Analyst - Benefits

George & Bell Consulting is a vibrant, growing firm based in Vancouver, BC. We provide expert advice on pension plans, investments, group benefits, legal cases, and other actuarial matters. Clients enjoy working with us because we partner with them to find creative and proactive solutions.

We are currently seeking to fill the position of a full-time **Actuarial Analyst - Benefits**. The position will focus on actuarial consulting for group benefit plans and will include modest exposure to actuarial consulting for pension plans and investment consulting assignments, as needed. The ideal candidate will have analytical and/or consulting experience in group benefits, although exceptional candidates at the entry level will also be considered.

### Duties

- Prepare actuarial valuation analyses for benefit plans, including gathering and validating client data, analyses of plan documents and assets/liabilities, and assisting with peer review
- Assist with the preparation of benefit calculations and various documents/policies to ensure compliance with plan policies and applicable legislation
- Draft and review reports, presentations, letters and memos for clients
- Review the work of other team members
- Conduct research on a wide variety of topics, particularly as they relate to benefit plans
- Assist with asset mix reviews and asset-liability studies, including cash flow projections
- Ensure superior quality control and service levels
- Prioritize project activities to manage the workload and meet project deadlines
- Prepare project plans for team members' review
- Attend industry and internal training sessions, as necessary

The degree to which the successful candidate is involved immediately in some or all of these tasks will depend on his/her experience.

### Qualifications

- Bachelor's degree in Mathematics, Actuarial Science, Statistics, Business, Commerce, Finance or a related discipline
- 0-5 years' experience, in a full-time capacity, including co-op terms, preferably at a consulting firm
- Demonstrated interest in obtaining an actuarial designation (e.g. FCIA)
- Advanced knowledge of Microsoft Excel and Word
- Knowledge of data management / database systems
- Team player who is able to work under minimal supervision
- Exceptional attention to detail
- Strong verbal and written communication skills
- Excellent spelling, punctuation and grammar

- Strong desire to continually learn in a dynamic work environment and to apply skills and knowledge to solve challenging problems for clients
- Working knowledge of group benefit plans, pension plans and institutional investing would be considered an asset

Please send a cover letter, resumé, and transcripts (unofficial are acceptable) to [info@georgeandbell.com](mailto:info@georgeandbell.com). Applications will be accepted until **May 31, 2017**.

We thank all candidates for their interest, however, only those selected for interviews will be contacted. No phone calls please.

For more information on George & Bell Consulting, please visit our website at [www.georgeandbell.com](http://www.georgeandbell.com).