

Consultant / Senior Analyst

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

We are looking to add a Consultant or Senior Analyst to our team, with a focus on actuarial and pension consulting, but with exposure to group benefits and investment consulting as needed. The ideal candidate has significant consulting potential and/or experience, and client and project management abilities. The successful candidate will be expected to immediately participate in and contribute to client meetings.

Responsibilities

The role's responsibilities include:

- Ensure superior quality control and service levels
- Manage client projects including providing direction to analysts and writing/reviewing client presentations
- Lead client project status meetings and participate in client meetings
- Prioritize project activities to manage the workload and meet project deadlines
- Prepare project plans for Senior Consultants' review
- Prepare actuarial valuation analysis for pension and benefit plans, including gathering and validating client data, analysis of plan documents and plan assets/liabilities, and assisting with peer review
- Draft and review letters and memos for clients
- Assist with and peer review benefit calculations, annual statements and other relevant administration activities, requiring accuracy and completeness to ensure compliance with plan policies and applicable legislation
- Conduct research on a wide variety actuarial topics, particularly as they relate to pension plans and benefit plans
- Attend industry and internal training sessions

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

Qualifications

- University degree in actuarial science or mathematics
- Commitment to obtaining FCIA designation
- 5 – 15 years of relevant experience
- Excellent problem-solving and analytical skills
- Excellent verbal and written communication skills
- Excellent time management and organizational skills

- Advanced knowledge of Microsoft Excel, Word and Powerpoint
- Team player who is able to work under minimal supervision

Please send a cover letter and resume to info@georgeandbell.com by the closing date of **August 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, please visit our website at www.georgeandbell.com