

175375 - Junior Pension Benefits Specialist - Department of Finance and Affordability - Permanent

Government of PEI

16 Fitzroy Street, Charlottetown, Prince Edward Island C1A 1R1 | 1 Position available | Published on: October 22, 2026

Expires on: November 6, 2026

JOB DESCRIPTION

The Department of Finance and Affordability is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our Equity, Diversity, and Inclusion Policy.

The Department of Finance and Affordability is seeking a Junior Pension Benefit Specialist to join the Pensions & Benefits Section within the Pensions & Capital Management Division. The section provides pension administration services to more than 20,000 members across multiple registered and non-registered pension plans sponsored by the Province of Prince Edward Island.

Reporting to the Team Lead, Pension Administration Services & Communication, the Junior Pension Benefit Specialist audits purchase of service calculations, prepares complex pension calculations, and coordinates responses to inquiries from members, financial institutions, external pension plan administrators, and estates. The incumbent provides guidance to members throughout the purchase of service process, helping them understand their options and make informed decisions regarding their pension benefits. The position also supports the Operations Unit by maintaining continuity of service during the absence of the Pension Benefit Specialist, as required.

Duties will include but are not limited to:

- Liaise with external pension plan administrators to obtain and verify information required to process member requests for service transfers between pension plans;
- Coordinate and manage the exchange of information between pension plans to ensure timely and accurate processing of transfer requests;
- Administer annual member outreach and compliance activities, including communications with members approaching age 71 and dependants reaching eligibility thresholds;
- Coordinate requests for monthly pension benefits, ensuring member records are complete and free of outstanding issues before benefit calculations are initiated;
- Review requests to ensure they have been established correctly, that system records have been updated appropriately, and that all processing steps have been completed in accordance with established procedures;
- Identify systemic administrative issues and inefficiencies, recommend corrective actions, and support the implementation of solutions to mitigate impacts on members and plan administration;
- Review and validate purchase of service calculations to ensure accuracy and compliance with plan provisions and applicable legislation;
- Confirm member eligibility for purchases of service, transfers, and other pension-related

Job type

Permanent / Full-time

Work shifts:

Day

Work schedule:

37.5 hrs/week

Work location

On site

Salary:

$73,379.00 - $90,129.00 CAD Yearly

Additional information

Job Opening ID:

- 175375

Division:

- Pensions & Capital Management Division

Department:

- Finance and Affordability

Location:

- 16 Fitzroy Street, Charlottetown

Pay Level:

- 16

Hourly Salary Range:

- $37.63 - $46.22

Employment Type:

- Permanent

Employment Percentage:

- 100%

Closing Date:

transactions;

- Prepare complex calculations for review by the Team Lead, Pension Administration Services & Communication;
- Provide guidance and support to members throughout the purchase of service process, responding to inquiries and explaining available options and their impact on pension benefits;
- Contribute to a continuity of service in the absence of key team members, as required;
- Provide support to the work of the operations unit as required.

Minimum Qualifications:

- A university degree in a related area or a diploma in a related area with considerable experience in benefit administration.
- Demonstrated equivalencies will be considered;
- Completion of Pension Plan Administration Certificate (PPAC) – Introduction to Pension Plans (Part 1) or willing to successfully complete the course within 2 years;
- Experience working in a highly regulated, multi-union, multi-employer environment;
- Experience communicating financial concepts in a clear and accessible manner for diverse audiences;
- Experience performing mathematical calculations and possess analytical proficiency;
- Experience using Microsoft Office applications (specifically Word, Excel and Outlook);
- The successful candidate must provide a satisfactory Criminal Records Check prior to beginning employment.

Other Qualifications:

- Experience in defined-benefit pension administration would be an asset;
- Formal training in project management would be an asset;
- A Pension Plan Administration Certificate (PPAC) designation would be an asset;
- A Certified Employee Benefit Specialist Certificate (CEBS) designation would be an asset;
- A Payroll Compliance Professional (PCP) designation would be an asset;
- A Retirement Plans Associate (RPA) designation would be an asset;
- Experience working with customized software systems (e.g. Peoplesoft, Ariel, etc.) would be an asset;
- Possess strong interpersonal skills required to effectively interact with sensitive and confidential information, with meticulous attention to detail, often under time constraints, with empathy;
- Be organized and able to work independently and adapt to changing situations using skills in critical thinking and problem solving;
- Highly reliable with an excellent attendance record and strong work ethic.

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 45 Best Employers in Canada for 2026

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

- Friday , November 6, 2026 5:00pm

Open To:

- Public

Union:

- Excluded

Required documents

- Resumé

Optional documents

- Cover Letter
- Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .
- Other
- Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here
- International Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have

BENEFITS



4 weeks paid vacation annually, as per the Terms and Conditions for Excluded Employees



Up to $2,500 annual training funds



Employee assistance program



Pension Plan



Employer-paid health and dental benefits