1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, J0M 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **BENEFITS ADMINISTRATOR**

DEPARTMENT: **HUMAN RESOURCES**

CORE FUNCTION: Under the direct supervision of the Director of Human Resources, the Benefits Administrator will be responsible for all the pension and group insurance enrolments for the Cree Nation of Chisasibi. The Benefits Administrator will be responsible for directing and planning the day-to-day operations of group benefits programs (group health, short-term and long-term disability, worker's compensation, life insurance, retirement plans, etc.).

DUTIES AND RESPONSIBILITIES:

- Administer the benefit plan, such as pension and group insurance.
- Document and maintain administrative procedures for assigned benefits processes.
- Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
- Serve as the primary point of contact for employees and external organizations regarding pension and group insurance matters.
- Responsible for processing pension and group insurance enrolments, terminations, updates to personal information, beneficiary changes, and disability, accident, and death claims.
- Gather employee data and oversee maintenance of database.
- Responsible for monitoring insurance provider portals and maintaining regular communication with insurance providers.
- Periodically communicate updates to employees regarding their benefits, including summary plan descriptions and other relevant information.
- Process short and long-term disability applications and follow-up with clients.
- Will be responsible to send updated medical information to the insurance providers.

- Contact the insurance company for follow-up in disability applications.
- Provide information sessions for employees on pension & group insurance.
- Collaborate with finance department, payroll staff to make sure all the deductions are accurate and done on a timely manner.
- Print and distribute pension statements for employees.
- Take care of pension adjustments at year-end and assist in preparation of T4.
- Process all retirement forms and gather all information.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by immediate supervisor.

EDUCATION AND EMPLOYMENT REQUIREMENTS:

- Completion of Secondary V is mandatory.
- Completion of College or University program or certification relevant to this position.
- Must have at least 2-years' experience.
- Computer proficiency and technical aptitude with the ability to use Microsoft products, including PowerPoint;
- Proven ability to work effectively in a team environment with associates.
- Effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills and a thorough knowledge of plan designs.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements.
- Able to maintain confidentiality.
- Excellent communication and organization skills.

WORKING CONDITIONS:

- 35 hours per week.
- Full-time/Regular position.
- On-the-job training will be provided if required.
- May be required to work overtime/weekends and holidays.

SALARY RANGE:

- Salary range: Min $46,664.80 - max $69,724.20 depending on qualifications and experience.

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: October 29, 2026
End of Posting: November 13, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM