



## **Job Opportunity: Advisor, Total Rewards**

AltaGas is an energy infrastructure business with a focus on natural gas, power, and regulated utilities. We have, and continue to build, a solid portfolio of assets to serve producers and to provide clean and affordable energy to our customers. We continuously strive to build dynamic teams to support our future growth. We provide opportunity, challenge and competitive compensation within a positive work environment that motivates people to build careers within our company. AltaGas' success is driven by a skilled team of more than 1700 employees.

Rapid expansion of our business has created a wide range of career opportunities for qualified individuals. If you want to work for a company that offers work/life balance, financial assistance to support continuous learning and growth, and that has a solid track record of success with an achievement-oriented organizational culture, AltaGas may be the right company for you.

Reporting to the Senior Manager, Total Rewards, this one-year temporary position is responsible for providing expertise and support for the implementation and maintenance of competitive, cost-effective and compliant benefits, pension and savings programs. This role acts as a total rewards functional subject matter expert supporting the ongoing operation and development of AltaGas' Total Rewards programs and processes.

### **Responsibilities of the position include, but are not limited to the following:**

#### **Benefits and Disability Management**

- Primary contact for all benefits and disability program inquiries.
- Responsible for maintaining benefits and retirement savings plan data in JD Edwards; including data entry of program participation.
- Develops employee benefit analysis, communications, written and graphic announcements and explanations of benefits.
- Proactively liaise with vendors, identify and recommend current program and/or process enhancements.
- Deliver new employee benefits sign on education sessions.
- Effectively partner and interface with Payroll on Benefits and Retirement savings program administration.
- Participate in industry benefits and retirement exchange meetings.
- Provide management with planning and decision making information by collecting, analyzing, and summarizing employee benefit data and trends.
- Coordinate disability management, work in partnership with all relevant parties to coordinate a team approach to case management and facilitate communication.
- Liaise with third party adjudicator on disability case management.
- Produce weekly absences report and dashboard.
- Assist the HR Business Partners and Advisors on disability cases and investigations.

### **Pension and Retirement Savings**

- Responsible for the administration and support of multiple pension plans across the AltaGas family.
- Administer all current retirement and savings programs including defined benefit, defined contribution pension plans, company share purchase plan, and voluntary RRSP/TFSA plans.
- Respond to employee/member inquiries that may require some research and analysis.
- Facilitate the retirement process and former member services.
- Coordinate and ensure payment of pension and savings contributions.
- Responsible for management of member data, contributions, and all required yearend and contribution filings
- Coordinate pension and savings initiatives with external and internal stakeholders.
- Support Pension and Retirement Savings Committee by preparing the agenda and supporting materials as well as document minutes of the meetings.
- Keep abreast of pension legislation and its effects on the company's pension plans.
- Monitor and ensure compliance in the areas of pension and benefits through regular audits, managing payments to vendors and completing all required compliance activities throughout the year.
- Process all invoices related to benefits and retirement savings programs.

### **Total Rewards Team Support**

- Provide backup support related to compensation administration and reporting. Provide timely and credible advice, education and support to the larger Human Resources team, managers and staff on related Total Rewards programs and practices.
- Support the human resources team on various projects and initiatives as they arise.

### **Qualifications:**

- Post-secondary education in an HR related field
- Certification or additional education in benefits and/or pension
- 5+ years' Benefits and Pension/Retirement Savings
- 5+ years' Disability management experience
- Equivalent combination of directly related education and experience will be considered
- Demonstrated knowledge of group benefit, disability and pension plan administration and plan design

Qualified applicants are invited to submit their resumes in confidence to the Human Resources Department by visiting [www.altagas.ca/careers](http://www.altagas.ca/careers).

We thank all applicants for their interest in our organization, but only those candidates selected for interviews will be contacted. No agency referrals or telephone inquiries at this time, please.