

RYERSON

Pension & Benefits Specialist – Burlington, ON

The Ryerson difference:

At Ryerson Canada, Inc. we take pride in being an industry leader in metal processing and distribution. Since 1842, it has been our mission to provide our customers and communities with the absolute best in carbon steel, aluminum, stainless steel and more! Metal is the most essential and sustainable material on the planet and a part of our everyday life. As a member of the Ryerson family, you will provide metal to customers across industries that make things such as high-octane sports cars and trucks, electric vehicles, sports stadiums, luxury hotels, first responder/healthcare equipment, military, aerospace technology, props used on movie sets and even smart phones! www.ryerson.com

Be a part of history. Join our team.

Your career at Ryerson will offer meaningful work, competitive rewards and an engaging workplace. We provide extensive training, development and professional advancement, and you will find meaningful opportunities to contribute to the success of the company. Ryerson is looking for individuals who exhibit high energy, enthusiasm, a passion to challenge how we do things, and the confidence and aptitude to improve them. Our people come from diverse backgrounds, experiences, and perspectives and we believe in promoting from within, as well as providing the resources for long-term career development.

What's in it for you at Ryerson?

- A career with purpose and impact!
- Three weeks of vacation, paid sick days, and holiday pay
- Company pension contributions plus employer match
- Comprehensive medical, dental and vision insurance on day 1
- Health and wellness programs
- Tuition Reimbursement
- "Ryerson Gives Back" to our local communities
- Diversity and Inclusion initiatives
- Sponsorship and mentorship programs
- and more!

Reporting to the Human Resources Manager and based in our Burlington location, the **Pension & Benefits Specialist** will provide pension, benefits and leave of absence support to our amazing employees who are predominantly in warehouse, sales and administrative roles located in our 9 locations across Canada. As part of the Ryerson HR team, this position will appeal to someone who is highly motivated, has strong communication skills, good judgement and thrives in a fast-paced environment.

Pension & Benefits Responsibilities:

- Responsible for the overall daily operations of all pension and benefits activities in Canada.
- Subject matter expert for all pension and benefit related matters.
- Promote the programs, explain the plan and procedures, confirm eligibility and enroll members.

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- Process pension and benefits plan member changes and terminations accordingly.
- Communicate and coordinate with members, employers, auditors and any other third-party representative regarding benefit entitlements, data, administration procedures and interpretations of plan provisions.
- Manage current and grandfathered pension plan and support employees as they plan for retirement.
- Liaise with payroll, accounting, external consultants and auditors as needed.
- Coordinate all regulatory filings/reporting with external consultants (i.e. AIRS, PBGF, Financial statements, member statements).
- Review and process invoices for accuracy as received by external vendors.
- Determine entitlements on death, disability, retirement, termination, and marriage breakdown in accordance with specific Plan provisions, government legislation requirements and current service standards.
- Identify process improvements and work with team to implement new procedures.
- Maintains knowledge of legal and regulatory changes, trends and other developments affecting pension and benefits.
- Develops and maintains records of participants and beneficiaries including active, deferred, retired and separated members while ensuring both accuracy and confidentiality.
- Update required systems and programs (ADP, Excel) with employee benefit data.
- Maintain trackers and run reports as necessary.
- Support the members of the HR team with other administrative tasks or other duties as assigned.

Leave of Absence Responsibilities:

- Collaborating with the HR department and 3rd party adjudicators, gather relevant information for new or continued leaves of absence.
- Lead day-to-day administration for disability management, supporting employees on STD and LTD working through our partners and management.
- Regularly communicate with the HR team, payroll, and management for updates or changes to leave status.
- Maintain a log for employees on leave and benefit payment responsibility during leave.
- Provide advice to managers on how to manage employee leaves and medical issues in a manner consistent with Company policy and legal responsibilities.
- Work with Payroll to ensure employees on applicable Leaves are paid accurately and are appropriate enrolled in benefits (as applicable).

Skills and experience:

- Post-secondary education in HR or business-related field.
- Pension Plan Administration Certificate (PPAC) is an asset.
- Certified Employee Benefit Specialist Certificate (CEBS) is an asset.

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- 1-3 years of solid experience in a benefit, pension and leave of absence administration role
- Strong interpersonal skills with the ability to communicate clearly and concisely; superior poise, presence and ability to project professionalism, credibility and authority dealing with individuals at all levels of the organization.
- Keen attention to detail and strong time management skills.
- Ability to handle sensitive and confidential information discretely and with integrity.
- Ability to work in a team environment, as well as self-motivated to complete assignments independently; ability to prioritize, handle multiple projects, set schedules and meet deadlines.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook); experience with ADP is an asset.
- Must be able to process a great deal of administrative responsibilities quickly and accurately.

We appreciate all applications; however only those candidates selected for an interview will be contacted directly.

Ryerson Canada is an Equal Opportunity Employer. We are committed to representing the diverse communities we serve. That's why we encourage applications from visible minorities, aboriginal people, women, and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.