A. HARVEY & CO. LTD

JOB POSTING – PENSION AND BENEFITS ADMINISTRATOR

THE COMPANY

A. Harvey & Co. Ltd. is a privately owned Newfoundland Company with a proud history of service and excellence. Our operations span a wide range of services within the industry, including the Marine Base operation in the Port of St. John's, Offshore Containers, Harvey Auto Carriers, Avalon Customs Brokers, Argentia Freezers and Terminals, Harvey Road Salt and Harvey's Oil Ltd. The Harvey Offshore Marine Base, located in the Port of St. John's, serves as a key logistical hub supporting the East Coast offshore oil and gas industry.

EMPLOYEE OFFERINGS

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

THE ROLE

We are currently seeking a Pension & Benefits Administrator for a full-time, permanent role at the A. Harvey offices located at 60 Water Street.

The Pension & Benefits Administrator is responsible for the timely processing pension and benefit administration for all A. Harvey Group of Companies. This includes day-to-day processing, monthly remittances, and annual procedures. This position will also complete payroll backup functions and act as an Avanti report writer "super-user."

The role of Pension & Benefits Administrator will have many responsibilities, which include but are not limited to the following:

1. Administration of employee pension plans Monthly Pension Remittances
2. Administration of group benefit plans and Monthly Benefit Remittances
3. Monitoring Group Benefit deductions, comparing to invoices for accuracy
4. Administration of Employee Wellness Program
5. Provide backup for Payroll function
6. Liaising with retiring employees, leading the transition from employment to retirement.
7. Serving as point of contact for employees, providing information and guidance as it relates to Employee Benefits & Company Pension Plans.
8. Meeting with employees regarding Pension/Pension Termination Options
9. Liaison with third party service providers related to pension and benefit

administration.
10. Annual procedures such as but not limited to: Pension Statements, Annual Information Returns, Group Insurance Renewal Contribution Planners.
11. Implement continuous improvement initiatives related to payroll & benefits software.
12. Act as Avanti report writer 'Super User'
13. Track information for new employees and organize the receipt of the information.
14. Other duties as assigned.

THE CANDIDATE

The ideal candidate will have the following Qualifications and Skills:

- Diploma and/or Degree in business administration, accounting, human resources or payroll.
- Relevant experience will be considered an asset.
- Effective written and oral communication skills.
- Aptitude for computers and other technology.
- Work as a member of the A. Harvey human resources team to provide information to senior management.
- Effective organizational and communication skills.
- Ability to work in a repetitive, multitask environment.

If you are a motivated individual who takes pride in your work, we encourage you to apply for and join our team at A. Harvey & Company Ltd. Please forward an application by November 6, 2026 to:

Human Resources Group
A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
Email: humanresources@aharvey.nf.ca
www.aharvey.com

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.