



### Career Opportunity

Are you passionate about numbers and able to collaborate with internal clients with (tact, empathy, diplomacy and human relations)? Logistec is presently seeking a **Group Benefits Coordinator**. This position falls under the direct supervision of the Senior Group Benefits Advisor and is based at our Montreal Head Office.

Come take advantage of your technical knowledge in group benefits and your expertise in mathematical calculations within our fast-growing company!

### GENERAL PROFILE

- Capacity to demonstrate sound judgement;
- Have autonomy, be proactive and quick-witted;
- Ability to analyze and synthesize;
- Demonstrated attention to detail, integrity and ability to treat confidential data;
- Ability to organize work and monitor activities;

### YOU WILL BE IN CHARGE OF:

- Implement, coordinate and perform tasks related to the management of employee files, including data entry in the various computer systems;
- Implement, coordinate and perform tasks related to the administration of group benefits, in particular group insurance, laws, governmental regulations and the directives including the data entry in the various computer systems;
- Respond to employee enquiries regarding group benefits;
- Be involved in special projects including individual e-mails "mail merge";
- Be involved in projects connected with the HR and payroll systems;
- Play a partner role with the Payroll and Certification services;
- Produce various reports;
- Perform all other related tasks.

### You HAVE:

- Possess a Bachelor's degree in Business Administration, Human Resources profil or equivalent;
- Possess three (3) years of experience in a similar position;
- Master advanced Excel features (required);
- Possess strong knowledge of Microsoft Office tools and Ultipro payroll system (an asset);
- Bilingual, both written and spoken (French and English);

### WE OFFER:

- A great working environment;
- A bonus plan based on different criteria of performance;
- A wide range of benefits, including competitive group insurance and a pension plan;
- Reimbursement of the public transportation pass;
- Reimbursement up to 50% of your annual membership to a gym.

If you are ready to accept this challenge, please send your resume to the Human Resources Department by email at [yourcareer@logistec.com](mailto:yourcareer@logistec.com).

If you want to know more, visit our website: [www.logistec.com](http://www.logistec.com).

*We offer equal job opportunity for all applicants.*