



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

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## Total Rewards Advisor, International Services

Job ID	530614700-1730	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=530614700-1730">https://careers.indigenous.link/viewjob?jobname=530614700-1730</a>	
Company	Suncor	
Location	Calgary, Alberta	
Date Posted	From: 2019-01-16	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

### Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 27375

**Why you should join us:** Do you want to be a part of an energetic and enthusiastic team responsible for delivering total rewards programs and processes? In this role, you will be responsible for the administration of Suncor's international pension and benefits plans in the United Kingdom (UK) and Norway. You will also build and maintain process documentation for the Total Rewards Operations team. You will use your expertise to:

- Enroll employees into the international pension and benefit plans
- Calculate and reconcile contributions and deductions for plans and submit for payment
- Provide first-class customer service to international employees
- Review, craft and maintain documentation related to processes, controls and procedures for the Total Rewards Operations team to enhance learning and improve efficiency
- Support the administration of Suncor's Canadian defined contribution and defined benefit pension plans and savings program
- Oversee the delivery of Suncor's benefits, leave of absence, scholarship and service award programs in compliance with plan contracts / policies and applicable legislation
- Collaborate and coordinate with Suncor's Total Rewards Centres of Expertise (COEs), Payroll, Global Mobility, HR Strategic Partners and other stakeholders to ensure compliance, improve customer experiences and support ongoing effectiveness and efficiency

**We'd like to review your application if you have:** Must-haves (minimum requirements):

- Five years of pension or benefits experience
- A post-secondary degree
- Proficiency in Microsoft Office, particularly Excel
- Strong communication, analytical, research, problem-solving and leadership skills
- The ability to interpret plan documents / policies and to understand relevant legislation
- Capability to integrate and understand issues from various sources and resolve them
- A continuous improvement mindset
- Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing

**Preference for:**

- Experience with international pension and benefit plans, particularly UK and Norway plans
- Familiarity with SAP, ticketing systems, pension or payroll systems
- A team player with the ability to prioritize work and project requirements to ensure timely and compliant delivery, including leading projects
- Ability to work effectively within a large, complex business environment
- Appreciation for global privacy standards

**Where you'll be working, your work schedule, and other meaningful information:**

- You will work out of our Calgary head office, located in the Suncor Energy Centre at 150 6th Ave S.W.
- Hours of work are a regular 40-hour work week, Monday to Friday

**Why Suncor:** We are Canada's leading integrated energy company with a business portfolio that includes oil sands development and upgrading, offshore oil and gas production, petroleum refining, and product marketing under the Petro-Canada brand. Our global presence offers rewarding opportunities for you to learn, contribute, and grow in a variety of career-building positions. We live by the value of safety above all else; do it safely, or don't do it. Our strong track record of growth and a focus on sustainability mean tremendous potential for the future. Learn about our mission, vision and values. In addition to rewarding job opportunities, we offer an attractive employee package, including:

- Competitive base salary, compensation programs, and an annual incentive program
- Flexible benefits package
- Rewarding pension and savings plans

**Stay connected to us:**

- Follow us on LinkedIn, Facebook and Twitter for the latest job postings and news
- Join our Talent Community and sign up to receive customized job alerts
- Read our Suncor Connections newsletter to see what we're doing in the communities we live and work in

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request. Please note that our job postings are typically open for two weeks, so don't delay, apply now. **JOB CATEGORY: Business Professionals**

For more information, visit Suncor for Total Rewards Advisor, International Services

