

EMPLOYMENT OPPORTUNITY – Halifax

Rate Coordinator, Workplace Services, Assessments Team (Permanent)

The Workers' Compensation Board of Nova Scotia (WCB) is a dynamic organization working to build a culture of workplace safety in Nova Scotia. With a vision of Nova Scotians safe and secure from workplace injury, the WCB provides workplace injury insurance to 18,000 employers and their 300,000 workers across the province.

For the second consecutive year, the WCB is proud to be named a *Top Nova Scotia Employer*, and we are a three-time recipient of the Halifax Chamber of Commerce's top Healthy Business Award—the *Health Innovator Award*. We believe strongly in fostering a healthy workplace through work/life balance and continually improving workplace safety, health and wellness for the benefit of all our employees.



The WCB is seeking a motivated, effective communicator and analytical thinker with a passion for delivering service excellence. If you like challenges, autonomy and working with people, you will find this job interesting.

The Rate Coordinator is responsible for servicing internal and external stakeholders for premium and rate related inquiries, and may lead departmental initiatives focusing on achieving service excellence. The Rate Coordinator works with newly registered employers to ensure they are classified properly, and helps ensure employers and others clearly understand the WCB's insurance rate setting process. Working under the direction of the Manager, Assessment Services, this is a senior role on the Workplace Services team.

The Rate Coordinator is responsible for:

- Preparing and delivering rate-related internal presentations and educational/training material.
- Delivering formal presentations to external audiences regarding all aspects of rate setting.
- Leading or assisting with projects and initiatives as required.
- Using strong analytical skills and superior service knowledge to identify service gaps and propose recommendations for improvement.
- Maintaining a safe and healthy workplace.

The ideal candidate has a university degree in business administration or related field, plus a minimum of three years related experience in a financial/insurance business environment. An equivalent combination of relevant education and experience may be considered.

Occasional travel will be required.

We offer a competitive compensation package including a salary range of \$55,516 - \$69,349 for the Rate Coordinator position and a pension plan (administered by the Public Service Superannuation Plan).

Please e-mail your application as one document with your name and the competition number in the document title to hrdept@wcb.gov.ns.ca **by 4 pm, September 10, 2010**. Please quote competition number: **JV 75-10-CB**.

Questions? Contact Jeff Pike at jeff.pike@wcb.gov.ns.ca

The WCB is an equal opportunity employer committed to supporting and developing our employees. Visit our website at www.wcb.ns.ca.

We thank all candidates for their interest, but only those selected for interviews will be contacted.