

**Job Title:**

Administrator (Part time)

**Overview:**

The Ontario Non-Union Education Trust (ONE-T) is an employee life and health trust (ELHT) which provides benefits to approximately 16,000 members. ONE-T is looking to expand the Executive Director's team and is looking to hire an Administrator to assist the Trust. The candidate will be responsible for providing efficient and high-quality administrative support to the Executive Director and ONE-T. The successful candidate will have superior organizational and time management skills and be able to handle a variety of responsibilities. The role requires a demonstrated regard for confidentiality and good judgment.

**Description of the role:**

The Administrator will report to and work closely with the Executive Director. The Administrator will provide support in the day-to-day operations of the Trust, which includes:

- Coordination of Committee, Board and Stakeholder meetings – this includes attending all meetings, recording minutes, and assisting Executive Director with action items
- Monitoring and managing the Plan Member inbox
- Updating monthly claims dashboards and Service Provider Key Performance dashboards
- Reviewing claims appeals from Plan Members
- Distribution of quarterly reports to Stakeholders
- Reviewing and processing of Service Provider invoices
- Processing of Trustee expense reports
- Assist Executive Director with ad hoc project work as required

**What you offer:**

- Excellent verbal and written communication skills
- Bilingual in French/English is an asset
- Proficiency in Microsoft Office and Adobe suites
- General understanding of group benefit plans preferred
- Professionalism, strong interpersonal skills with ability to work in a team environment as well as independently.
- Ability to work effectively and confidently with the Executive Director, Board of Trustees, and service providers
- Ability to be proactive and take initiative with strong problem-solving skills
- Ability to handle and maintain confidential information
- Proven ability to manage multiple priorities, while continuing to meet deadlines and deliver quality results
- Located in Ontario; this position allows you to work from home, occasionally travelling to Toronto for designated Board of Trustee and Committee meetings

**What we offer:**

- Close working relationship with the Executive Director and Board of Trustees
- Technology support and training when needed
- Flexible working schedule: time commitment is three days per week, with flexibility for an increased time commitment based on upcoming Trust projects
- Opportunities to help grow and evolve your skill set within the ELHT sector

**Who we are:**

ONE-T is an Employee Life and Health Trust providing life, health, and dental benefits to non-unionized education workers in Ontario including 8,400 Principals/ Vice-Principals and to 7,900 other employees in the Education Council of Associations for Benefits (ECAB). With 16,300 members, ONE-T has created a solid framework for a strong and sustainable benefits trust. The plan is as defined contribution trust funded by the Ontario government. ONE-T is managed by a Board of Trustees with representatives from all the Trust Settlers including the Crown, Trustee Associations, PVP Associations and ECAB.

ONE-T strives to be an accessible and inclusive organization. ONE-T is committed to fairness and equity in employment and the recruitment and selection practices. Should you require an accommodation under the Ontario Human Rights Code (OHRC) and/or the Accessibility for Ontarians with Disabilities Act (AODA) during any stage of the recruitment process, the selection committee will work with you to remove any barriers. Please do not hesitate to advise that assistance is needed by contacting [info@one-t.ca](mailto:info@one-t.ca).

Equity, diversity, and inclusion are valued by the members and the Board of Trustees. The Trust is made up of smart, collaborative, and thoughtful people with a wide range of backgrounds, skills, and experiences. As a commitment to an inclusive and diverse workplace, all interested applicants are encouraged to submit a cover letter and resume for consideration to [info@one-t.ca](mailto:info@one-t.ca).

All applicants are thanked for their interest, but only those selected for the short list will be contacted.

<https://www.one-t.ca/>