



Data & Insights Analyst, Pension Administration

Do you enjoy solving puzzles, optimizing processes and turning data into easily understandable and insightful stories? Want to be part of a bright and ambitious team that pushes pension administrators to do what's best for their members?

CEM Benchmarking (CEM) helps administrators and institutional investors manage their costs and optimize their performance. In the last 30 years, more than 1,000 global plan sponsors and funds have provided us with data. We provide funds with meaningful, actionable analytics based on our one-of-a-kind database.

Most of our 400+ clients are pension funds. Pension funds have a fiduciary responsibility to deliver outstanding retirement security to their members. Our clients also hold \$10 trillion in assets. They have tremendous power to effect positive change. With our insights we help our clients become better fiduciaries for their members.

What are our expectations?

We appreciate it takes time to write a great application. Please read the following carefully, before you write back - we don't want to waste your time.

Please do not respond:

- Without writing a custom cover letter that explains how you would be a valuable fit to CEM. This is a great tool to showcase your knowledge and skills.
- If you don't have a track record of higher education or work experience in an analytical field. Employees with superior analytic skills and logical systems thinkers do well at CEM.
- If you cannot demonstrate business and/or technical writing skills.
- If you cannot demonstrate advanced Excel knowledge, including VBA skills.

If you're tied up elsewhere and cannot start this job in the next two months.

Finally, if you're certain you could be of added value to CEM, but don't tick every single checkbox above – by all means, sell us! Tell us why in your cover letter.

What can we offer?

- A competitive salary commensurate with your experience.
- We're a diverse group of 30+ dedicated, fun-loving employees based in downtown Toronto. We're a small company. If you're the right person, you can write your own ticket. Your growth at CEM is directly related to your effort and ability.

- We're in the middle of a digital transformation, which brings many fun challenges and opportunities.
- We offer a flexible and challenging work environment.

We're a small company and unfortunately cannot respond to all applicants. Please keep your cover letter short and sweet and provide us with your resume. We appreciate your interest.

Please submit your Resume and Cover Letter to:
careers@cembenchmarking.com