



OPERATIONS COORDINATOR – 20 MONTH TERM

CORPORATE OPERATIONS

Credit Union Deposit Guarantee Corporation

Who are we?

Credit Union Deposit Guarantee Corporation is the deposit guarantor for Saskatchewan credit unions and the primary regulator for Saskatchewan credit unions and SaskCentral, together, Provincially Regulated Financial Institutions (PRFIs). We work closely with these institutions to ensure they employ sound business practices to enhance the strength and stability of the Saskatchewan credit union system.

We are seeking a confident, highly motivated professional who enjoys working in a fast-paced co-operative environment.

How you will spend your time:

As Operations Coordinator – Corporate Operations you will provide administrative support and contribute to the coordination of workflows required by individual teams and vendors to ensure ongoing operations and initiatives are met in a timely, accurate, and efficient manner.

This position is responsible to:

- provide administrative support including the coordination, development, formatting, editing/proofreading and distribution of reports, board items and materials.
- provide coordination across multiple departments and with vendors, for the development, preparation and distribution of corporate documents and materials
- support for human resource functions including recruitment, benefits, payroll and compensation
- support the records management process; archiving electronic and physical documents and coordinating the storage and destruction of offsite records
- provide back-up to the Executive Assistant and other Operations Coordinators
- provide support to Corporate Operations team and VP Corporate Operations as required

What you'll need:

- Office Education or Business Administration and/or administrative experience
- Intermediate to advanced proficiency with Microsoft Office Suite including Outlook, Word, PowerPoint, and Excel
- exceptional proofreading and editing skills with a high degree of attention to detail
- ability to set priorities and manage multiple assignments within deadlines
- excellent communication and interpersonal skills
- ability to understand and execute oral and written instruction
- ability to create, compose, proof and edit written materials

The core competencies for these positions focus on initiative, analytical thinking, concern for quality, teamwork, communication, and relationship building.

We offer competitive compensation and benefits. The salary range for this position is \$42,992 - \$53,741. For more information on the Corporation, please visit our website www.cudgc.sk.ca.



OPERATIONS COORDINATOR – 20 MONTH TERM
CORPORATE OPERATIONS
Credit Union Deposit Guarantee Corporation

To Apply:

Please submit your resume and cover letter stating **Competition Number OC-CUDGC** by **November 23rd, 2021** to HR@cudgc.sk.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Corporation values and supports workplace diversity. We believe diverse ideas, opinions and perspectives make our organization stronger.