



OPERATIONS COORDINATOR CORPORATE OPERATIONS Credit Union Deposit Guarantee Corporation

Credit Union Deposit Guarantee Corporation (the Corporation) is the deposit guarantor for Saskatchewan credit unions, and the primary regulator for credit unions and SaskCentral. Our objective is to instill confidence in Saskatchewan credit unions. We promote responsible credit union governance, and the strength and stability of the credit union system.

We are seeking an efficient, organized, detail oriented administrative professional who enjoys working in a fast-paced environment to join our Corporate Operations team.

The Job:

Reporting to the Manager, Corporate Services, you will provide administrative support including the development, formatting, editing/proofreading and distribution of corporate documents, reports and materials. You will design and maintain the Corporation's communication templates and ensure all corporate documentation meets professional and quality standards. You will support the records management process: archiving electronic and physical documents, and coordinating the storage and destruction of offsite records. When required, you will provide back-up to the Executive Assistant and other Operations Coordinators.

Qualifications:

The ideal candidate will have post-secondary education in office or business administration and/or several years administrative experience, preferably in a financial services or regulatory environment. Excellent computer skills, and proficiency in Microsoft Office and Adobe Acrobat is required. Familiarity with Visio, WordPress, Sharepoint, Google Analytics and Survey Monkey would be an asset.

You will have strong interpersonal skills and an ability to take the initiative, working well both independently or collaboratively within a team. You will possess strong verbal and written communication skills and exceptional organizational skills. You will have a keen eye for detail and will effectively manage your time in order to meet deadlines.

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.

The Corporation values and supports workplace diversity. We believe diverse ideas, opinions and perspectives are good for building business.

Please submit your resume stating **Competition Number 0419-14-FTP** by **April 22, 2019** to:

Human Resources
2055 Albert Street
Regina, SK S4P 3G8
E-mail: hr@saskcentral.com

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