



OPERATIONS COORDINATOR – 2 POSITIONS

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 **two** confident, highly motivated professionals who enjoy working in a fast-paced co-operative environment.

How you will spend your time:

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

Position 1 – Corporate Operations: 20 Month Term

This position is responsible to:

- provide administrative support including the development, formatting, editing/proofreading and distribution of corporate documents, reports and materials.
- provide exceptional proofing and editing skills to final copies of documents and publications
- support the records management process; archiving electronic and physical documents and coordinating the storage and destruction of offsite records
- support the development, and lead the preparation and distribution of corporate documents and materials
- provide back-up to the Executive Assistant and other Operations Coordinators

Position 2 – Regulatory Policy & Prevention: 12 Month Term

This position is responsible to:

- proofread, format, and edit corporate documents, publications, and presentation materials
- support administrative process such as, records management, purchasing supplies, and coordinating meeting logistics
- compile meeting packages for internal and external stakeholders
- provide back-up support to the Executive Assistant and other Operations Coordinators

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



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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.

To Apply:

Please submit your resume and cover letter stating **Competition Number OC-CUDGC** by **October 12, 2021** to HR@cudgc.sk.ca. **Please indicate which position(s) you are applying for.** 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.