



## ASSOCIATE MANAGER, CORPORATE SERVICES (2 POSITIONS) CORPORATE OPERATIONS Credit Union Deposit Guarantee Corporation

### Who are we?

Credit Union Deposit Guarantee Corporation (the 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:

- **Position 1:** Permanent
- **Position 2:** 12 Month Term

### How you will spend your time:

As Associate Manager, Corporate Services, you will contribute to the development, delivery and maintenance of the Corporation's support requirements and governance and risk management frameworks. You will support the development of the Corporation's business plan, and corporate compliance reporting. This position is responsible to:

- Support human resources, including benefits, payroll, job evaluation, recruitment, and HR policies/procedures
- Support corporate communications, including the development and execution of communication strategies, and the production of corporate publications
- Develop and maintain the corporate records and information management program
- Provide backup support to the finance and accounting function

### What you'll need:

- Degree in business administration/commerce with three years related experience or an equivalent combination of education and experience.
- A professional designation or enrolment in CPHR would be considered an asset
- Knowledge of Human Resources principles and best practices, Records Information Management principles, and the financial services industry
- Ability to set priorities and manage multiple assignments within deadlines
- Excellent communication, relationship management, and conflict resolution skills

The core competencies for these positions focus on teamwork, communication, relationship management, conflict resolution and problem solving.

The salary range for this position is \$75,000 - \$93,749 and offers competitive benefits including immediate coverage of health and dental insurance, an employee wellness program, and education, training and development opportunities. For more information on the Corporation, please visit our website [www.cudgc.sk.ca](http://www.cudgc.sk.ca).

### To Apply:

Please submit your resume and cover letter stating competition **AMCS-CUDGC** by **January 28, 2022** to [HR@cudgc.sk.ca](mailto: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.