



Operations Co-ordinator Risk-Based Supervision Credit Union Deposit Guarantee Corporation 15-Month Term

Credit Union Deposit Guarantee Corporation is the primary regulator for Saskatchewan credit unions. Our objective is to instill confidence in Saskatchewan credit unions by guaranteeing deposits. We promote responsible credit union governance, and the strength and stability of the credit union system.

We are seeking a highly motivated team player who enjoys working in a fast-paced environment to join our Risk-Based Supervision and office management teams. Reporting to the Associate Vice-President, Risk-Based Supervision, this position supports a team of experts responsible for monitoring and reviewing credit unions' risks, risk management and financial performance, and managing relationships with credit union senior management and boards of directors.

Qualifications:

The ideal candidate will have completed a program in office education or business administration studies and have experience in administrative support, preferably in a regulatory environment. You will be proficient with the Microsoft Office suite of products—especially Word, PowerPoint, and Excel. You are detail oriented, and have the ability to set priorities and manage multiple assignments within deadlines. Your communication and interpersonal skills are excellent, and you have the ability to edit and proof-read documents effectively.

We offer competitive compensation and benefits. The salary range for this position is \$41,115 - \$51,395. 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 0112-01FTT** by February 1, 2012 to

Human Resources
2055 Albert Street
Regina, SK S4P 3G8
Fax: (306) 566-1444
E-mail: hr@saskcentral.com

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