

Human Resources and Special Projects Coordinator

FULL-TIME POSITION – ROSENORT BRANCH

Who we are

At Rosenort Credit Union, we put people first by creating a work environment based on trust, integrity, and community. With branches in Rosenort, Winkler and Altona, we are a financial institution of choice for over 6500 members throughout southern Manitoba. We are also dedicated to our employees. There's a reason our employees like to work here and we think you'll like it too.

The position

We are continuing to grow and we are looking for a Human Resources & Special Projects Coordinator to join our team!

As a key player in the administrative department, you will employ your talents to make an impact on the success of our staff. You will utilize your organizational, administrative, relational skills and exercise sound judgement while complying to internal policies, procedures and provincial legislation. This position provides administrative support to the Office Manager, CEO and Board of directors, in addition to coordinating HR services for the organization.

We are seeking a cheerful and self-motivated individual with 1-2 years of post-secondary education combined with 1-2 years of work-related experience or an equivalent combination of experience and education.

Salary and benefits

The salary is based on the qualifications of the selected candidate and will be within the credit union grading system. A comprehensive benefits package is also provided which includes:

- Insurance Package and Health Care Spending Account
- Staff banking benefits (including staff chequing account, reduced USD exchange, staff rate on MasterCard, staff loan rates)
- Entertainment Wellness Program
- Uniform allowance
- Computer Lease Program
- Company-Matched Pension Plan

Interested?

Please forward your resume & cover letter for this position by **September 23, 2022** to hr@rcu.ca

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

Rosenort Credit Union welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.