



## **EMPLOYMENT OPPORTUNITY**

# **Human Resources Coordinator**

**(1) Temporary Term - Full-Time *Churchbridge Branch***

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Churchbridge Credit Union is currently seeking a Temporary Full-Time Human Resources Coordinator. Reporting to the VP of Corporate Services, the Human Resources Coordinator will primarily be responsible to provide administrative support to the human resources function including processing of payroll, paperwork related to new employees, existing employees, salary, and benefits administration. Maintains a variety of records and personnel files while ensuring they are complete and up to date. This position will monitor human resources related documentation to ensure accuracy, consistency, and relevance to business processes. This role will also advise employees and managers on the interpretation of human resources policies, compensation and benefit programs and may assist in the recruiting process.

### **Qualifications**

This person will have successfully obtained a bachelor's degree in human resources or related field and have experience as a human resources coordination or similar role. They will possess a working understanding of human resource principles, practices and procedures, knowledge of payroll processing and HRIS programs, and knowledge and exposure to a range of human resources activities, including but not limited to recruitment, orientation, compensation and benefits, performance management, employee relations and employee communications. Possession of a professional human resources designation (CHRP) is considered an asset.

### **What You Get in Return**

Our team works tirelessly to ensure the financial success of each of our members. Churchbridge Credit Union offers competitive compensation and benefits package, formal and informal employee development, and meaningful work that makes a real difference in our members' lives.

### **Our Organization**

Churchbridge Credit Union is a rural based, community focused Credit Union with 2 branches, assets over \$210 million, and over 30 employees serving 3070 members. Churchbridge Credit Union builds relationships by providing financial solutions and supporting its communities. Employee engagement is valued and there is ample opportunity for growth for career-minded individuals. Our organization has branches in Churchbridge and Langenburg, while also serving many surrounding communities.

If this opportunity piques your interest, you may be the new team member we've been looking for!

**Coverage of maternity leave for 14 months with possibility of extension.**

**Please submit your resume, in confidence via email or mail to:**

**Churchbridge Credit Union  
Attn: Human Resources  
Box 260 Churchbridge, SK S0A 0M0  
[careers@churchbridgecu.ca](mailto:careers@churchbridgecu.ca)**