

Administrative Co-ordinator, Credit Union Services

Credit Union Central of New Brunswick provides leadership to the NB Credit Union System by empowering its owner Credit Unions to provide the most effective financial products, services and guidance to assist New Brunswickers in making the best decisions for their financial well-being. With 16 owner Credit Unions and collective assets of \$780 million, Credit Union Central of NB is looking for an Administrative Co-ordinator, Credit Union Services to fill a maternity leave of 10 months with the possibility of extension. This is a full time contract position scheduled to commence on January 8, 2010.

Reporting to the Vice President Operations and Development, the incumbent will provide administrative support and coordination of Marketing, Human Resources, and Youth initiatives.

Key responsibilities will include the following:

- To organize meetings, and agendas for related committee meetings, take and distribute minutes and act as a resource for group initiatives.
- To aid in the coordination, implementation and communication of corporate, provincial and Atlantic marketing projects.
- To organize and implement the annual tradeshow.
- To manage the corporate bursary application process.
- To maintain the corporate benefits plans and communicate updates and changes.
- To maintain up-to-date internal & external email group contact lists.
- To maintain the information contained on the company website.

Qualifications:

As the ideal candidate for this position, you hold a College diploma or University degree, plus two years job related experience in an administrative or coordinator role (or the equivalent combination of education and experience). You are results oriented, proficient in MS Office Applications, have strong oral and written communication skills, a knack for organizing projects and seeing them through to completion. You seize new opportunities, are at ease interacting with others, enjoy working co-operatively and ideally have knowledge of the Co-operative principles.

If this describes you, we'd like to get to know you better! Please submit your cover letter and resume to the address found below. We thank you in advance for showing an interest, however only those candidates considered for an interview will be contacted.

Closing date for receipt of applications is Nov 30, 2009.

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