



Employment Opportunity

Human Resources Administrator

Full Time

In-Branch or Hybrid

The Human Resources Administrator supports the credit union providing Human Resources administration to support the board, staff and management. The position partners with staff and management alike to deliver high quality services related to recruitment, employee onboarding and orientation, staff development, performance management, payroll and benefits administration and human resources policy and procedure oversight. The HR Administrator has a key role in ensuring the strategic link to the organizations Strategic and Business plans.

The Human Resources Administrator is a hands-on representative of the Corporate Services Department whose role is to help facilitate all aspects of employee relations. With diverse yet substantive job responsibilities, the Human Resources Administrator works with both current employees and new hires, making this a key position within the organization.

You are open minded, and can see the BIG picture! You will support the management team, as well as employees through all Human Resources related issues. When required, you will advise managers on employment related matters among others. You have a network you can connect with when needed to ensure everyone's best interests are met. You work well in a team setting and on your own. You are a great communicator, and can adjust your style when required. You possess superior organization skills, are attentive to detail, and continually meet deadlines!

The ideal candidate will possess a Human Resources Degree or Diploma, plus four to six years of job related work experience. You have a proven commitment to continuous self-development, and believe in lifelong learning. You are bondable. You are savvy in the Microsoft Office Suite of products, as well as other Human Resources Information Management software.

This exciting opportunity is available in our Quill Lake or Kelvington Branch, with travel required from time to time between branches. Consideration may be given to the right candidate for this position to be Hybrid, where you will be expected to work a minimum of one day per week at the Quill Lake Branch, and the remaining portion of time remotely or in the Kelvington Branch. You will participate in a comprehensive development plan, equipping you with the knowledge and tools to confidently assist our team, and grow your career. You will be part of an **amazing team**, working together to meet our members' and organization goals!

Accent Credit Union has branches in Quill Lake, Kelvington and Jansen. We are a financially strong organization with assets of over \$350 million, and we continue to grow! We are dedicated to our members, and our communities. We respect our people and their contribution to our success. We encourage employee involvement and participation, and reward you with our Volunteer Program. We reward our people for their teamwork and for achieving objectives. Compensation is competitive and will be based upon qualifications and experience. Accent Credit Union offers a full range of benefits, an employee incentive program, pension matching between seven and nine percent, your birthday off work, and a wellness program.

For more information please contact Lacey at 306.383.1139

Qualified applicants are invited to submit their resume and cover letter in confidence, to:

Lacey Nicholls – Human Resources Administrator
Quill Lake Branch – Box 520, 78 Main St., Quill Lake, SK, S0A 3E0
hr@accentcu.ca

We appreciate the interest of all applicants; however, only those selected for interviews will be contacted.



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www.accentcu.ca