



**Employment Opportunity**  
**Human Resources & Marketing Administrator**  
**Temporary Full Time**  
**Maternity Leave replacement for up to 20 months**

*The Human Resources & Marketing Administrator holds a key role at Accent Credit Union! This blended position is a Human Resources Generalist and Marketing guru all in one! You will be responsible for all things HR, from recruitment and training, to payroll and the performance management cycle. As a member of the Corporate Services team, you will work closely with all of our employees and departments to create, lead, implement and coordinate promotions and events. The Human Resources & Marketing Administrator reports to the Manager, Finance & Corporate Services. The position is fast paced, and dynamic.*

You are open minded, and can see the BIG picture! You are creative, and have a knack for graphic design. 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!

Your experience in researching marketing trends and applying them to the needs of the organization will be an asset. You will keep a pulse on competitors, and the industry to ensure Accent Credit Union remains a top choice for current and new members. Your ability to monitor and appraise our marketing campaigns to determine effectiveness will drive future campaigns and contribute to the success of our organization.

The ideal candidate will possess a Human Resources and/or Marketing Degree or Diploma, plus one to two 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 marketing and communication programs, including graphic design software.

This exciting opportunity is available in our Quill Lake Branch, with travel required from time to time between branches. 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 \$270 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. We reward our people for their teamwork and for achieving objectives. Our people make the difference for our members' service experience. Compensation is competitive and will be based upon qualifications and experience. Accent Credit Union offers a full range of benefits, an employee incentive program, including 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 & Marketing Administrator  
Quill Lake Branch – Box 520, 78 Main St., Quill Lake, SK, S0A 3E0  
[hr@accentcu.ca](mailto:hr@accentcu.ca)

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



[fb.me/AccentCreditUnion](https://fb.me/AccentCreditUnion)



[www.accentcu.ca](http://www.accentcu.ca)