

Manager of Administration

Belgian-Alliance Credit Union
1177 Portage Avenue, Winnipeg
Permanent Full Time

Start your career journey with us today!

The Opportunity

For over 85 years, the Belgian-Alliance Credit Union Ltd. (BACU) has taken great pride in delivering quality financial services to 5,000 of our member owners. With three branches in Winnipeg and open to all, BACU is a dynamic and flexible financial institution that is poised for continued growth.

BACU is currently recruiting for the position of Manager of Administration. In this role, you will manage and oversee a small team of administrative staff while leading projects and programs on behalf of the Credit Union with a “hands-on” approach. Your primary focus will be on the following areas:

- ✓ IT projects and initiatives
- ✓ Compliance-related functions
- ✓ Policies, procedures, guidelines, and manuals
- ✓ Loans administration
- ✓ Clearing
- ✓ Reporting
- ✓ Other administrative tasks as required

The Person

As the ideal candidate, you have at least 5 years of administrative experience in a Canadian Financial Institution and a good understanding of the administrative functions of a Canadian Financial Institution, preferably a Credit Union. Experience in branch with a firm understanding of branch administration is considered an asset. You enjoy working in an environment where you are expected to uncover problems, research solutions, then be empowered to implement them. You are a self-motivated individual with excellent time-management skills who thrives in a fast-paced environment, where the only constant is change.

What do we offer?

At BACU, we offer competitive compensation, a great pension plan, comprehensive benefits, a variable compensation plan, and a wonderful work environment where each team member has a chance to make a difference.

Apply Today!

Applicants are invited to submit their resume and cover letter including salary expectations in confidence to careers@bacumail.ca by Friday, August 2, 2024.

We appreciate the interest of all applicants, however, only those under consideration will be contacted.