

Company: Sunshine Coast Credit Union
Job Type: Full Time



EXECUTIVE COORDINATOR

Launch your professional career! We have an exciting opportunity for someone to work closely with and support our executive team, while developing your own leadership skills. Learn from our experienced leaders and have a front-row seat in watching our organization continue to transform within an innovative and fast-paced industry.

We offer a highly-competitive wage, career progression, ongoing learning and development, and an impact on our local community. Join us on the beautiful Sunshine Coast and get the best of both worlds – a relaxing lifestyle filled with recreational activities including boating, hiking, and much more, while only a short 40-minute ferry trip from Vancouver.

What You'll Do

The Executive Coordinator plays a critical role within our organization through providing administrative support to our Board of Directors, Chief Executive Officer (CEO), and other executive, as required. This role prepares a variety of complex documentation, arranges meetings, coordinates events, takes meeting minutes, organizes appointments and travel, and builds partnerships with various internal and external groups.

What Does the Ideal Candidate Bring?

In addition to formal post-secondary education and administrative experience, we are looking for an individual who is incredibly organized, with an ability to prioritize workflow and anticipate needs, and tech-savvy. The successful incumbent will be adept at problem solving, decision making, establishing strong working relationships, and demonstrating excellent administrative and communication skills. You are curious and motivated to make things better.

About Sunshine Coast Credit Union (SCCU)

For over 78 years, Sunshine Coast Credit Union and their members have been helping build a healthy, strong, vibrant Coast community. We are a full-service financial institution with assets exceeding \$700 million, serving 17,000 plus members in three growing coastal communities in British Columbia. Sunshine Coast Credit Union is committed to enriching the financial well-being of our members and our community.

How to Apply

If you are interested in this exciting opportunity, please submit a current resume and cover letter in confidence to: yourfuture@sunshineccu.net. The posting open until filled. *We thank all candidates for their interest, however, only those selected for an interview will be contacted.*

An exceptional career & vibrant lifestyle. Have it all at Sunshine Coast Credit Union.