

## Operations Business Partner

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Position:	Operations Business Partner
Department:	Operations
Reports to:	CFO
Location:	Oshawa & Bowmanville

### Position Summary

Reporting to the CFO, the Operations Business Partner is accountable for Facilities, branch operations and key projects as well as providing process and system support, as well as business and data analysis. This position provides leadership and support across the organization.

### Position Responsibilities

1. Working with the CFO and senior leadership team, is accountable for advising on, implementing and monitoring applicable strategic plans.
2. The development, implementation and monitoring of the Credit Union's operational plans, projects and capital budget.
3. Providing operational support services to all areas within the Credit Union.
4. Effective management of vendors and partners associated with operations.
5. Management of all building facilities, including capital purchases, equipment purchases, procurement and contracts.
6. Leading payment process changes and updates.
7. Anti-Money Laundering compliance requirements
8. Preparation of required reports to applicable leaders and regulators.
9. Development of policies and procedures as well as associated compliance.
10. Initiating and facilitating continuous improvement.
11. Developing and maintaining a thorough knowledge and understanding of all Pathwise products and services as well as the payments process.
12. Work collaboratively with peers by sharing best practices and learning opportunities.
13. Other duties as required.

### Position Qualifications

#### Education & Experience

- Post Secondary education in Business
- Advanced knowledge of operations, data and administrative management practices.
- Advanced knowledge of lending practices and procedures.
- A minimum of three (3) years of direct operations experience, preferably in a credit union environment.



- Advanced MS Excel, Word, PowerPoint, data management skills
- Demonstrated problem solving experience
- Demonstrated continuous improvement experience
- Demonstrated project management experience

### Knowledge, Skills & Capabilities

- Knowledge of banking and/or credit union industry and policies
- Excellent oral and written skills.
- Strong communication & presentation skills
- Commitment to continuous personal improvement.
- An ability to earn the trust of others by demonstrating honesty, confidentiality and professionalism and by diplomatically resolving challenging and/or sensitive situations.
- Project leadership skills.
- Problem analysis skills
- Planning and organizing skills.
- Budgeting and Financial forecasting skills
- Work and time management skills
- Initiative, integrity and adaptability.
- Strong analytical and critical thinking skills
- Ability to exercise independent judgment on issues that may fall outside of standard operating principles or guidelines.

### Applications

Candidates should submit their application, cover letter and resume to:

Attn: People & Culture  
Subject: Operations Business Partner  
E-mail: [careers@pathwise.ca](mailto:careers@pathwise.ca)

### Accommodation

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance by contacting us at [Careers@pathwise.ca](mailto:Careers@pathwise.ca), subject line "accommodation".