



Supply Chain Canada
Saskatchewan Institute
1705 McKercher Dr
Saskatoon, SK S7H 5N6

T: 306.653.8899
info.sk@supplychaincanada.com

Job Posting – Member Services Coordinator

About Us:

Supply Chain Canada is a nationwide association, in existence for more than 104 years. We are the principal source of supply chain training, education, and professional development. We create critical networking opportunities, provide valuable engagements for member feedback and professional input. We advocate for members and their careers with governments and businesses across the country. Our member-centered approach is focused on advancing the needs and interests of supply chain professionals working across the end-to-end supply chain. Through our 10 Provincial and Territorial Institutes, Supply Chain Canada grants the Supply Chain Management Professional (SCMP) designation, the highest achievement in the field and the mark of strategic leadership.

Based in Saskatoon, Supply Chain Canada, Saskatchewan Institute provides member services for our Saskatchewan members and is the education delivery partner for the SCMP and SMT programs across Canada.

About the Role:

The Member Services Coordinator is a first point of contact for Saskatchewan's growing community of supply chain professionals. In this role, you will work directly with our Saskatchewan members, potential members, and stakeholders while working collaboratively with our team across Canada to ensure the best experience for our members.

Responsibilities:

- Respond to all inquiries and concerns from current members or prospects in a timely and effective manner.
- Provide general information and direct inquiries to the appropriate source.
- Manage membership enrolment and renewal.
- Generate lead opportunities for memberships, professional development, and designations through active engagement and evaluation of member needs.
- Coordinate member events.
- Assist with social media and marketing.
- Maintain the CRM, mPower.
- Assist with general office and finance duties as required.

Skills and Qualifications:

- Customer-centric mindset with experience working collaboratively to address and resolve issues.
- Superior communication skills (written and verbal); fluent in English.
- Results oriented with the ability to develop actionable plans and manage work independently to achieve desired outcomes.
- Demonstrated effective punctuality, organizational, and time management skills.
- Possess the ability to learn new technology and procedures quickly and retain information.
- Competence in Microsoft Office suite and MS Teams.
- Ability to work in a small team and pivot as needed.
- Experience managing databases is an asset.

Working With Us:

- Opportunity to learn and grow and contribute to a successful not-for-profit organization.
- Full-time permanent role in the office Monday to Friday, 30-37.5 hours per week.
- Health and Dental benefits provided.

To apply, please send your resume and cover letter in confidence to dthorsteinson@supplychaincanada.com

Deadline to apply is April 15, 2024.