

Job Description

CORE FUNCTION:

The Business Development Officer shall assist in the efficient operation of the corporation and is accountable to the Corporation's Executive Director.

Flexibility is essential with extra hours required occasionally during evenings or weekends for Board meetings, committee meetings, events, and traveling.

Staff will be provided on-the-job training and support. Employee benefits include health benefit coverage, RRSP's and flextime work hours.

DETAILS OF FUNCTION:

Administration/Marketing

- Assist with day-to-day operation of the office
- Assist with mail-out, emails, and contacting clients
- Maintain and update the website, property database, business directory
- Assist in the development and tracking of marketing – Facebook, website, monthly bulletin and press releases
- Assist, monitor and report of projects, events and activities
- Update and maintain reports, policies and procedures as needed
- Organize meetings, events, activities, and workshops
- Prepare correspondence, meeting packages and agendas for scheduled meetings
- Record, compile and transcribe meeting minutes
- Maintain a clean and organize office at all times

Systems/Equipment Administration

- Maintain electronic and hard copy filing system
- Input entries of projects and inquiries in loan management software
- Coordinate maintenance of office equipment
- Maintain all office, and kitchen supplies

Business Administration

- Assist staff with lending services, and business counselling
- Assist, monitor and report of projects, events and activities
- Attend internal and external meetings/events/activities on behalf of GEDC
- Research business grants and programs

Qualifications

- University degree or college diploma in business, administration or marketing, or relative experience
- Strong written and verbal communication skills
- Strong organizational skills
- Strong time management skills and ability to prioritize work
- Strong computer skills and willingness to learn custom software
- Ability to work in a team environment and independently
- Willingness to participate in ongoing training/education opportunities
- Must own a vehicle and able to travel
- Bilingualism is an asset