

we're hiring

We are looking for a **Business Development Assistant (Student Position)** to join our team.

Job duties include:

- Perform administrative support to General Manager.
- Research, analyze and monitor labour market daily for business within NunatuKavut territory.
- Assist in the preparation of bids that are up for tender.
- Assist with implementing various special projects.
- Assist in the preparation and coordination of Nunacor business plans.
- Assist with the preparation of detailed progress reports.
- Maintain contact with Nunacor strategic partners.
- Represent Nunacor at various business events.
- Maintain organized office and conference room
- Other duties as assigned.

Requirements:

- Must have been in school full-time in the previous academic year and will be attending post-secondary studies full-time in Fall 2015.
- Experience using Microsoft office is an asset.
- Must have valid driver's license.

Salary: \$12.00 per hour

This position is for 7 weeks at 35 hours per week.

Deadline to apply is April 29, 2015.

Please forward resume and cover letter to:

Deborah Newman, Partnership and Job Development Coordinator
Nunacor Development Corporation

In Person: 169 Hamilton River Road, Goose Bay, NL

Fax: 709.896.5739

Email: jobs@nunacor.com

*Nunacor is an ISO 9001:2008
certified company*



Nunacor

www.nunacor.com