

we're hiring

We are looking for a **Business Development Officer** to join our team.

Job duties include:

- Provides entrepreneurial assistance and counseling to NunatuKavut Business Centre clients.
- Assist with the preparation and coordination of client business plans.
- Coordinates and recommends direction to the Nunacor Development Corporation and NunatuKavut Business Centre clients on available funding sources and consulting services.
- Promotes and maintains the NunatuKavut Business Registry.
- Promotes services of the NunatuKavut Business Centre.
- Researches, analyzes, and monitors labor market data in NunatuKavut Community Council (NCC) territory.
- Assist with the preparation of detailed progress reports.
- Maintains client files and statistics and follows up with clients regularly.
- Inputs client data into the ARMS database after client meetings.
- Determines client eligibility and gathers personal information.
- Promotes entrepreneurship to the NCC Membership.
- Plans business workshops and training.

Requirements:

- Successfully completed post secondary education in business administration, human resource development, finance or similar field of study; or three to ten years related experience and/or training; or equivalent combination of education and experience.
- Must have valid driver's license and access to a vehicle.

Nunacor offers a competitive salary and benefits package.
We are an equal opportunity employer.

Deadline to apply is **October 15, 2013**.

Please note: This is an internal and external posting.

Please forward resume and cover letter to:

Andy Turnbull, General Manager
Nunacor Development Corporation

Fax: 709.896.5739

Email: andy@nunacor.com

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



Nunacor

www.nunacor.com