



WAUBETEK
Business Development Corporation
A Community Futures Development Corporation



EMPLOYMENT OPPORTUNITY

- Business Development Officer -

Full Time Position

The Waubetek Business Development Corporation is currently seeking a highly motivated individual with a solid background in business development and experience in working with Aboriginal entrepreneurs. The individual selected for this position will be providing business development services to Aboriginal entrepreneurs and First Nation's within the Waubetek service area of North East Ontario.

Qualifications:

- a) A post-secondary graduate in business administration, commerce, economics and/or accounting (a copy of diploma is required);
- b) Direct experience in assisting clients through the business development process in a variety of businesses, types and sectors;
- c) Proven ability to prepare and analyze financial statements, projections, and cash-flows using relevant computer software;
- d) Excellent written and verbal communication skills;
- e) Proven experience in delivering workshops and public presentations related to business programs, entrepreneurship, marketing, etc.
- f) Working knowledge of sources of capital and business programs that are available to Aboriginal entrepreneurs;
- g) Strong organizational skills and solution oriented;
- h) Must have a valid Driver's licence and own a reliable vehicle as extensive travel is required; and
- i) Naishnaabemaang shwii go washme ndawendaagod

Salary: Negotiable upon experience and education. A competitive salary based on commensurate experience and education will be provided along with regular mandatory benefits and employer-shared life and disability benefits.

Start Date: March 1, 2012

Posting Closed: **February 15, 2012 at 12:00 p.m.**

Location: Birch Island, Ontario

Contact Information: Please submit a letter of application identifying how you meet the qualifications along with resume and copies of relevant graduate diploma(s) and list of three work references marked confidential, to the attention of:

Business Services Manager
Waubetek Business Development Corporation
Box 209, 6 Rainbow Valley Road
Birch Island, Ontario POP 1A0
or Fax to: (705-285-4584)
or Email: eaguonia@waubetek.com

We thank all applicants for their interest in this position, however, only those applicants under consideration will be contacted for an interview.