



## **Employment Opportunity Business Development Officer Waubetek Business Development Corporation**

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 services to First Nation communities and Aboriginal entrepreneurs in the North Shore Region north-eastern Ontario.

### Qualifications:

- a) Must have graduated from a post-secondary program in business administration, commerce, economics and/or accounting;
- b) Must have direct experience in assisting clients through the business development process in a variety of businesses;
- c) Must have ability to prepare and analyse financial statements and cash-flows;
- d) Must be proficient in use of various computer software (word processing, various financial software, email and experience in researching through the internet);
- e) Must have excellent written and verbal communication skills;
- f) Must have experience in delivering workshops and public presentations related to business programs, entrepreneurship, marketing, etc.
- g) Knowledge of sources of capital and business programs that are available to Aboriginal entrepreneurs;
- h) Must have strong organizational skills and ability to work with minimal supervision;
- i) Must be able to develop a comprehensive marketing and business service plan to promote business services in the region to be served;
- j) Must have a solid knowledge of the First Nation communities within the service area;
- k) Must have a valid Driver's licence and own a reliable vehicle as extensive travel is required; and
- l) Naishnaabemaang shwii go washme ndawendaagod

The individual hired for this position will be required to assist clients in accessing various business programs and financing, including the Aboriginal Business Canada program; preparing comprehensive business analyses on financing requests for presentation to the Board of Directors; initiating and delivering information sessions; and working closely with the First Nations to develop a wide range of business services for their business community.

A competitive base salary will be provided along with regular mandatory benefits and employer-shared life and disability benefits. Please submit a letter of application, resume and copy of relevant graduate diploma(s) and list of three work references no later than **4:00 p.m. on Friday, September 18, 2009** marked confidential, to the attention of:

General Manager  
Waubetek Business Development Corporation  
Birch Island, Ontario POP 1A0  
or Fax to: (705-285-4584)

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