

# WE ARE HIRING



## WAUBETEK

BUSINESS DEVELOPMENT CORPORATION  
A community Futures Development Corporation



### **BUSINESS DEVELOPMENT OFFICER**

The Waubetek Business Development Corporation (WBDC) is a progressive and dynamic Indigenous Financial Institution, owned by a collective of First Nation communities, dedicated to fostering Indigenous business development and prosperity for the First Nations in a large area of Northeast Ontario. WBDC is seeking to hire Business Development Officers to work with First Nation applicants who are seeking access our financing and business services to start a new business or to expand or acquire an existing business. We are hiring for 3 business development positions.

### ***Individuals for these positions must have the following qualifications:***

- a) Must have graduated from a post-secondary program in business administration, commerce, economics, accounting or possess a relevant professional designation.
- b) Must have a minimum of two years direct experience in assisting individuals with financial services or through the business development process (this requirement is not applicable for First Nation Youth who have recently graduated from the post-secondary programs listed above).
- c) It would be preferred if the applicant has experience in a variety of business sectors and/or industries.
- d) Must have excellent writing skills with the ability to prepare business analyses, as well as financial projections.
- e) Must be proficient in the use of various types of business, database and communications software (word processing, spreadsheets, email, net searching, etc.).
- f) Must have experience in delivering workshops, which requires strong communication and public presentation skills.
- g) Must have strong organizational skills and work cooperatively with the Business Development Team.
- h) Must have a solid working knowledge of the First Nation communities in Northeast Ontario.
- i) Must have a valid Driver's licence and own a reliable vehicle as business outreach is required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet each of these qualifications to the Attention of: [dmadahbeelead@waubetek.com](mailto:dmadahbeelead@waubetek.com).

### ***Closing Date:***

Open until positions are filled.

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered. Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.



Federal Economic Development  
Agency for Northern Ontario

Agence fédérale de développement  
économique pour le Nord de l'Ontario