



BUSINESS DEVELOPMENT OFFICER – Parry Sound Office

The Business Centre Nipissing Parry Sound is seeking applicants for a Business Development Officer for their satellite office in Parry Sound.

The Business Centre is a provincially funded not-for-profit organization, which offers information, programs, training, and resources to entrepreneurs, startups, and expanding businesses, to foster a prosperous business environment in the region.

Reporting to the Manager, the successful candidate will assist clients by delivering professional business counseling services, including providing up-to-date market information, research materials and business related resources, assisting clients with the development of comprehensive business or marketing plans and applications for funding. Other responsibilities will include entrepreneurial programming and delivery, event planning and facilitation, maintaining and updating statistical information, maintaining relationships with community partners and working with our team to develop and deliver business related services, information and resources. This position also provides support to the Parry Sound and Area Chamber of Commerce.

Qualification Requirements:

- Post-Secondary Diploma/Degree in related field or equivalent combination of education and experience
- Minimum (2) year related experience
- Demonstrated research, counseling and presentation skills
- Thorough knowledge of the business planning process
- Excellent written and oral communication skills
- Ability to work independently and as a team
- Ability to build and maintain relationships
- Demonstrated interpersonal and customer service skills
- Computer literacy
- Valid Driver's License and own vehicle

Qualified applicants are invited to submit a detailed resume no later than 4:30 p.m., December 28, 2018, to:

Jennifer Nickerson, Manager
The Business Centre Nipissing Parry Sound Inc.
P.O. Box 360, 200 McIntyre St. East
North Bay, ON P1B 8H8
Email: jnickerson@tbcnps.ca

