

Employment Opportunity

(Open to the Public, Permanent, Full time)

BUSINESS DEVELOPMENT OFFICER - Queens County and Charlottetown

Innovation PEI (IPEI) is seeking an individual to be a part of a team responsible for the development of new business opportunities in the Province. The Business Development Officer works directly with entrepreneurs in new and existing PEI based businesses to identify opportunities and propose solutions to strengthen both start-up and expansion operations. This individual will be located at the Innovation PEI offices at 94 Euston Street in Charlottetown.

Duties will include:

- Providing business counselling and coaching to entrepreneurs and businesses in the development of the business from the idea stage through to implementation, as well as providing guidance in the process of making business management decisions. This counselling may involve advice with business plan development, identification of financing options, application processes for financial assistance and services with other organizations, and referrals to other specialists as may be appropriate.
- Serving as the main access point for the delivery of IPEI business programs and services through the assessment of applications for financial assistance which will include a comprehensive analysis of the business plan and recommendation on the appropriate level of support; as well as the preparation of contracts and letters of offer and providing client monitoring and evaluation.
- Advising existing businesses and potential entrepreneurs of opportunities and programs including the development, promotion and delivery of entrepreneurial information, education and training and representing IPEI at trade shows and other business functions/organizations.

Minimum Qualifications:

- Applicants must have a university degree in business administration, commerce, or a related field plus at least five years of experience in banking, accounting, or business consulting which includes experience in the areas of general and business management, data collection and report preparation.
- Applicants with the specified university degree plus 3 years of direct business development officer experience will also be considered.
- Excellent communications and presentation skills, and sound logistics and facilitation capabilities.
- Superior organizational and time management skills are also required.
- Strong computer skills including advanced spreadsheet, database, presentation and word processing software.
- Knowledge of standard lending practices/procedures, research techniques, accounting practices and basic auditing techniques, as well as techniques to effectively evaluate business plans/proposals.
- Knowledge of techniques for interviewing and counselling clients on all aspects of business operations.

Other Qualifications

- Completion of a small business counselling course would be considered an asset. (The completion of such a course will be required within the first two years of employment.)
- Knowledge of business support programs and policies of IPEI and other departments/agencies would be considered an asset.

Salary: \$52,528 - \$65,659 (IPEI Level 17)

Closing Date: Tuesday, February 17 at 5:00 p.m.

If interested please submit a resume to:

Camilla McAleer, HR Officer
Innovation PEI
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