

EMPLOYMENT OPPORTUNITY

Economic Developer

Job Title: Economic Developer

Salary: Competitive remuneration reflecting skill set and experience

Hours: 8-4 Monday to Friday

Education: University Degree/Diploma in either Business Administration, Commerce, Entrepreneurial Management, Operational Management, Lands & Resource Management, Tourism Management. An equivalent combination of education and experience may be considered.

Experience:

Three years' experience related to one of the disciplines listed above. Must have demonstrated proposal and report writing experience. Strong interpersonal, verbal, and written communication skills. Computer skills and knowledge of MSWord, Excel, Outlook, and PDF programs are essential. Project management, graphics, web design and publishing experience are considered assets.

The successful applicant supports the General Manager in advancement of priorities within the economic development portfolio. Independently and within a team you will work on numerous projects and initiatives with varying complexities, provide daily management of assigned businesses and implement business solution. This would include system improvements for our family of companies, conduct research, develop proposals, write reports, develop proforma statements, prepare financial summaries, briefing notes, negotiation support, coordinate community engagement, participate in working groups and drafting policy and procedure.

Personal Attributes:

A developing acumen of business issues, processes and outcomes. Ability to work effectively, independently with limited direction and, collaboratively as part of a team to ensure the vision of the organization is met effectively and efficiently. With your exceptional organization skills you can prioritize several tasks and projects at once and are a person who accepts accountability, responsibility, takes initiative and maintains a positive attitude. You often trust in your ability to work within tight timeframes and deadlines while keeping the objectives foremost. You are able to work with diversity while maintaining confidential and sensitive information. You relish opportunities to apply your excellent customer/client relationship skills which improves experiences with our organization. You have an innate ability to anticipate work assignments before they are allocated, and craft exceptional results as you respond in a rapidly changing environment. Must have driver licence and reliable vehicle.

Thank you for your interest in this employment opportunity. Applicants selected for an interview will be contacted.

Please submit resume with cover letter to: Robert Sagmeister, General Manager
manager@qfnedc.ca. Accepting applications until January 24, 2018
