

## EMPLOYMENT OPPORTUNITY

**Position:** Business Support Officer (full-time)  
**Department:** Matawa Economic Development  
**Contract:** Three year contract with possibility of renewal  
**Salary:** Pay will be commensurate with experience and ability

### Job Summary:

The Business Support Officer reports to the Economic Development Manager and is responsible for providing project related duties and general support for the Department. The Business Support Officer promotes entrepreneurship and guides entrepreneurs to investment readiness for business start-up, maintenance and/or expansion. The Business Support Officer will assist in the coordination of a key capacity building initiative for the Matawa communities called the 'Matawa Business Support Program'.

### Qualifications:

#### Education / Experience

The incumbent must have a post-secondary diploma or degree in Business, Finance or Accounting, with a minimum of three (3) years business experience. Strong accounting and business management skills are required to carry out the project. The Business Support Officer must be detail oriented, organized, optimistic and able to work both independently and as member of a team.

#### Skills

The incumbent must demonstrate the following skills:

- Ability to develop business plans and initiatives
- Team building skills
- Analytical and problem solving skills
- Project management and decision making skills
- Effective verbal, presentation and listening communications skills
- Effective written communications skills
- Experience working within Aboriginal communities or with Aboriginal clients.
- Experience with supporting project planning/implementation processes.
- Experience in on-site training would be considered as an asset.
- Ability to manage multiple assignments and meet deadlines.



- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- Stress and time management skills

### How to apply:

Please submit cover letter with resume and employment references to:

Matawa First Nations Management

RE: Business Support Officer, Economic Development Department

233 South Court Street, Thunder Bay ON P7B 2X9

Or Fax to: (807) 344-2977

Email: [reception@matawa.on.ca](mailto:reception@matawa.on.ca)

Closing Date: Friday, March 10, 2017, 4:30 pm (EST)

*Only those candidates chosen for an interview will be contacted.*

*For the full job description please visit our website: [www.matawa.on.ca](http://www.matawa.on.ca).*

