



·Áσ-VđÁρϵϵ ϑ"ϱϱ>Áρϵϵ ∇ áCŁĶĶ° (Áρϵϵ áϱϱ)  
**Grand Council of the Crees** (Eeyou Istchee)  
**Grand Conseil des Cris** (Eeyou Istchee)

Áρϵϵ ϱϱ∇"ϱϱϱ  
**Cree Nation Government**  
**Gouvernement de la Nation Crie**

## Job Posting

### Career Opportunity: Business Services Officer

**Department:** Commerce and Industry  
**Salary Grade 4:** (Min. \$46,031.00 – Max. \$69,047.00)

**Location:** Mistissini  
**Status:** Permanent

#### Core Functions

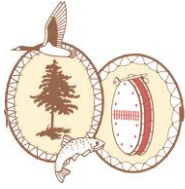
The Business Services Officer is responsible for providing advice and assistance to Cree entrepreneurs and potential entrepreneurs on all aspects of business development including but not limited to planning, research and coaching for business development projects. The incumbent will carry out this mandate within the general philosophy of sustainable development.

#### Organizational Responsibilities

- Provide technical support and assistance to Cree entrepreneurs and potential entrepreneurs in the preparation of feasibility studies, marketing studies/ plans, business plans, as required;
- Analyze applications and ensure that all applications meet established program requirements for the various business funds administered by the Department;
- Provide an overview and guide successful candidates through the deadlines and policy requirements for report submission and work plans;
- Liaise with relevant Cree, governmental, and other sources to assist entrepreneur/promoters to secure the most appropriate funding for their projects;
- Work in collaboration with other Cree Nation Government Departments on applicable projects;
- Assist the members of the Department in establishing guidelines and projects that aim to improve services;
- Maintain effective liaison with relevant Cree, Governmental, and other sources for information relevant to the financing / funding of business development projects and assist entrepreneurs in securing the most appropriate financing / funding;
- Maintain proper record keeping of files and disbursements for the various business funds administered;
- Provide expert advice, guidance and direction to various committees and boards on business development matters.

#### Functional Responsibilities

- Research and analyze all information to determine the sustainability and viability of potential projects and present findings for recommendation to the appropriate body;
- Research and facilitate training programs as identified and requested by entrepreneurs;



## Career Opportunity: Business Services Officer

---

- Research and ensure adequate after-care support services as identified and requested by entrepreneurs;
- Collaborate with the DCI team to maintain the business directory;
- Develop and implement a personal professional development plan to ensure that the required technical skills and knowledge are available and can be transferred to Cree entrepreneurs.

### Interaction/Communication Responsibilities

- Collaborate with business funding organizations and ensure coordination between parties;
- Follow-up with clients to ensure proper implementation of their projects.

### Administrative Responsibilities

- Provide expert advice and assist the DCI team and partners in the preparation of various reports and documentation;
- Performs other related tasks as required.

### Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### Qualifications:

#### Education and Certification

- College Diploma in Business, Administration or a related field.

#### Experience

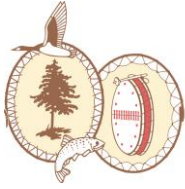
- Three to five years of relevant work experience.

#### Language

- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is an asset.

#### Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively, including carrying out public presentations.
- Proven ability to be discreet and maintain confidentiality.
- Good attention to detail and accuracy.
- Good organizational skills and the ability to coordinate multi tasks and respect deadlines.
- Good judgment and proven ability to problem-solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.



## Career Opportunity: Business Services Officer

---

### Additional Requirements

- Willingness to travel frequently.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

### Application Period

From January 23, 2019 to February 7, 2019

### Application

Your application must be sent by email with the competition number: **DCI-190103-1**

Valerie Mianscum  
Recruitment Officer  
Email: [hr@cngov.ca](mailto:hr@cngov.ca)  
Tel.: 819-673-2600