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**Job Offer**

**Business Development and Management Agent (Bilingual)**

**Role**

The Agent is mainly responsible for member recruitment, for fostering member and stakeholder relationships and for all communications with Chamber members and stakeholders.

The incumbent will also help with planning and organizing the Chamber of Commerce’s activities and events. Finally, the agent will be responsible for helping to prepare and attend the Board of Directors meetings.

**Responsibilities**

**Administrative and Overall**

* Manage various databases;
* Keep website and social media platforms up to date;
* Provide administrative support;
* Help with meetings, events, etc.

**Members**

* Coordinate efforts to recruit members and prepare related materials;
* Identify, meet and educate potential members with the aim of recruiting them as members;
* Coordinate all bilateral communications to keep members informed about activities and training;
* Foster relationships with the members;
* Organize and oversee members’ activities, which include booking space, making arrangements for food, securing guest speakers, etc;
* Organize and oversee all Chamber events, inuding but not limited to: the golf tournament, Gala, job fair.

**Qualifications**

The incumbent must:

* Be motivated and have team spirit;
* Be organized and attentive to detail;
* Be articulate, sociable and comfortable representing the Chamber in various contexts;
* Possess communications skills, both written and oral, in French and English;
* Possess good time management skills and have the ability to multitask;
* Possess a wide range of computer skills, particularly in the use of programs such as Microsoft Word, Excel and database systems;
* Possess marketing and design skills, particularly in the use of programs such as Canvas or Photoshop.

**Education**

* The incumbent must have a university or college degree in business administration or relevant discipline.

**Terms of employment**

* This full-time position consists of 35 hours of work per week with various internal meetings on evenings and weekends as required;
* Monday to Thursday (8 a.m. – 4:30 p.m.) Friday (8a.m.-12p.m.)
* Possess a valid class 5 driver’s licence and have own means of transportation;
* 3 weeks vacation per year
* Salary starts at 40 000$

**Deadline to apply: Thursday, January 12, 2023 at 4:00 p.m.**

**Please submit your resume and cover letter via e-mail at:**

[chambrecommerceshediac@nb.aibn.com](mailto:chambrecommerceshediac@nb.aibn.com)