



AQAM COMMUNITY ENTERPRISES

Come Join Our Team!

ACE Business Development Manager

POSITION SUMMARY

The Business Development Manager is responsible for supporting the General Manager and Operations Assistant through various tasks including strategic planning, project management, business planning, financial management and grant writing to support our strategic plan.

Other duties will include working alongside the manager to assist with the creation and updates of AQAM Trading LP policies and ensuring staff are following all AQAM Trading LP policies, communications, and strategic planning procedures. The

Business Development Manager is to be proactive in building strategic business and political relationships and a key representative of the corporations.

KEY RESPONSIBILITIES –

Specific to AQAM Community Enterprises

- Creation of correspondence, invoices, presentations, brochures, publications, reports and related material.
- Maintain accurate computerized information filing systems.
- General and regular communication with the AQAM Community.
- Network, introduce, market, and promote AQAM in the economic arena as a viable business partner while ensuring the best interests of the Community are foremost.
- Completion of strategic priority projects.
- Grant writing, business planning and financial management.
- Board of director's support and correspondence.
- Project and bid/quote coordination.
- Assisting the GM with specific and ad hoc project management, communications, and strategic planning procedures.
- Assisting the GM with collaborating, developing, and implementing strategies and plans to achieve desired results in long term economic development objectives.

Specific to AQAM Trading LP

- Alongside the manager, assisting with the creation and updates of AQAM Trading LP policies and ensuring staff are following all AQAM Trading LP policies.
- Weekly meetings with AQAM Trading Manager to continue regular communication on where support is needed most on a week-to-week basis.
- A liaison between the Manager and Inventory Specialist to ensure adequate merchandising and accurate margin percentage pricing is being followed.

The successful candidate will be highly motivated, organized, and able to prioritize competing work tasks. Will have a high degree of professionalism when interacting with customers and colleagues. Will have the ability to work independently and possess the desire to keep learning. Experience in retail store operations, and post secondary business education is preferred. Proof of a clear criminal record, clean driver's abstract and a Valid Class 5 License.

Salary Range \$21.00 - \$25.00, commensurate with experience. Hours may be negotiated with the ideal candidate, from 21-35 hours per week.

Please submit your cover letter and resume via email marked "Resume" AQAM Community Enterprises - email: ccampbell@aqam.net

Preference will be given to candidates of Ktunaxa or other First Nations ancestry and AQAM encourages applicants to self-identify within your application. Thank you to all those that apply, however only those selected for an interview will be contacted.

Applications will be accepted until a qualified candidate is hired and will be reviewed as received.