



SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

Job Title: Business Development Centre - Coordinator
Location: Surrey Head Office
Position: Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019
Wage: \$12.65 to 13.85 per hour; Full-time 35 hours a week
Conditions: Must be able to work full-time from April 23, 2019 to September 01, 2019

Job Summary: to research and keep updated local business market related information.

Work Tasks and Responsibilities

- Develop and maintain business market resource files
- Update the business sector profiles folders in the Business Development Centre. These profiles provide specific information about the most common businesses in the Lower Mainland, e.g. size of market, competition, growth of market size, etc.
- Assist clients in researching different business ideas, market information, and financing options
- Provide assistance to clients in using the Internet as a business research tool
- Develop and update “favorites folder”
- Other assigned duties from time to time

Skills and Abilities

- Software skills (MS Office Suite)
- Collaborative skills with ability to work independently
- Communication skills
- Research skills

Level of Education and Experience

Enrolled in or interested in enrolling in a Business or Social Services program. Experience in or interested in gaining experience in community social services / non-profit sector.

ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca

Please include the job title in the email subject. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.