

## **Business Development Officer**

### **Full-time Position**

*Centrally located within Nova Scotia between two extraordinary coastlines, Colchester is a progressive rural municipality that offers an unparalleled work-life balance. It is a place that is affordable, welcoming, family focused, rich in diverse culture and natural beauty with thriving businesses and access to all the modern amenities typically found in an urban setting – without the common stresses of living in an urban setting.*

The Municipality of Colchester is seeking an enthusiastic Business Development Officer to join our team. Reporting to the Economic Development Officer, the Business Development Officer is responsible for implementing economic and business development strategies and initiatives for the Municipality of Colchester.

The Business Development Officer position requires an understanding of business development and marketing, as well as economic development factors. The Business Development Officer collaborates with internal and external colleagues to contribute to the prosperity of Colchester County. The position is both reactive and proactive, responding both to enquiries and opportunities for economic development.

Applicants must have excellent communication and interpersonal skills as applied to interaction with the public, entrepreneurs, government representatives, and coworkers. Project management and customer service skills are essential. Experience in database management and website updating would be valuable.

Post-secondary level education in a relevant discipline from a recognized academic institution; degree or diploma in Business Administration, Finance, Economics or similar field. Experience in industrial/commercial development, real-estate sales, marketing, and lease development. Knowledge of municipal government and Business Park development would be valuable.

The salary range for this position is \$60,569 – 70,241 based on 35 hours work week.

We welcome applications from all qualified applicants. However, only those selected for an interview will be contacted. Applicants are invited to submit a covering letter and resume by 4:30 p.m. Monday, October 26, 2020 to the Municipality of Colchester, 1 Church Street, Truro, NS B2N 3Z5 or email [kgrattomccarthy@colchester.ca](mailto:kgrattomccarthy@colchester.ca)

