



## ENTREPRENEURSHIP OFFICER-BUSINESS TRANSFER

### Job category: regular full-time position

**Working at the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means joining a dynamic team and a stimulating work environment!**

**By working at the FNQLEDC, you will enjoy various benefits:**

- ▲ A competitive salary;
- ▲ Friday afternoons off;
- ▲ A schedule alternating between telework and working at our office in Wendake;
- ▲ A work environment that facilitates work-family balance;
- ▲ A cell phone plan monthly allowance;
- ▲ Very good benefits;
- ▲ Two weeks of paid vacation starting from the first year and two additional weeks during the holiday season;
- ▲ And more!

**Salary conditions:** gross annual salary upon hiring is between \$53,119 and \$60,705 depending on experience

**Workplace:** 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

### **Job description**

The FNQLEDC is an organization whose mission is to advise, help and support First Nations communities and individuals in carrying out their economic development projects.

In collaboration with the Business Transfer Advisor, and under the supervision of the Team Leader – Services for Entrepreneurs, the Entrepreneurship Officer-Business Transfer is responsible for supporting the mobilization of First Nations individuals and accompanying them in the transfer process.

In addition, the Officer provides first-level support to community economic development organizations, community economic development officers (CEDOs) and Indigenous entrepreneurs with a view to raising awareness and developing their skills related to business acquisition using a range of tools, training, and advisory services.

### **Main duties**

- Support and advise First Nations entrepreneurs in the preparation of a business or succession plan, as part of a business transfer project.
- Study the feasibility of a project and prepare financial forecasts.
- Ensure liaison between business acquisitions and professional resources (business valuator, tax specialist, lawyer, accountant, etc.).
- Participate in the management and promotion of a financial assistance fund for Indigenous business acquisitions.
- Assemble the documents necessary to apply for funding.

- Answer various questions from clients or potential new clients regarding all the services offered by the FNQLEDC.
- Raise stakeholders' awareness of the different stages of a business transfer and related good practices.
- Participate in the organization and facilitation of information sessions and training, both virtually and face-to-face.
- Stay informed about the programs and resources available in terms of economic development for Indigenous entrepreneurs and organizations in order to be able to direct them to the services best suited to their primary needs.
- Act as a first-level resource person for Indigenous communities regarding business transfers.

### ***Prerequisites***

- Bachelor's degree in business administration or other related field, or a relevant combination of education and equivalent experience could be considered
- Knowledge of the business world
- Knowledge and experience related to the First Nations environment is an asset
- Good command of English and French, both oral and written
- Proficiency in Word, Excel and Microsoft 365
- Availability to travel and possession of a valid driver's license
- All applicants must accept and consent to reference checks for submitted references

### ***Skills and qualities sought***

- Teamwork skills
- Good writing, popularization and analysis skills
- Interpersonal skills
- Customer focus
- Adaptability
- Tact and diplomacy

**Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before 4 p.m. on May 3, 2024 to the attention of:**

Mr. Frédérick Martel, Team Leader – Services to Entrepreneurs  
 First Nations of Quebec and Labrador Economic Development Commission  
 265, place Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0  
 Email: [rh@cdepnql.org](mailto:rh@cdepnql.org)

Only pre-selected candidates will be contacted.

***In the event of equal or equivalent candidacies, the FNQLEDC prioritizes the First Nations in Quebec.***