



# JOB POSTING

## Business Development Assistant

<b>JOB TITLE:</b>	<b>Business Development Assistant</b>
<b>DEPARTMENT:</b>	<b>Operations</b>
<b>REPORTS TO:</b>	Business Development Officer
<b>TERM:</b>	Full-time, permanent position
<b>START DATE:</b>	As soon as a suitable candidate is found



### Position Purpose

K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Citxw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

The Business Development Assistant is an entry-level position focused on developing the Nlaka'pamux capacity in business development. The Business Development Assistant will be responsible for assisting with business projects and partnerships. Coordinating business and economic activities, and promoting K'en T'em in order to expand prospects.

### Skills/Qualifications

- Customer support experience,
- Ability to travel,
- Strong verbal and written communication skills,
- Computer literacy and familiarity with various computer programs such as MS Office Excel,
- Attention to details, organized,
- Ability to work under time constraints,
- Ability to handle large data sets and related databases is an asset,
- Able to work overtime occasionally to meet deadlines, and
- Ability work in a team concept environment.

### Experience and Requirements

- 0-3 years of work experience, preferably with First Nations' or, and equivalent combination of education training and work experience in a similar complimentary work environment,
- Must have demonstrated experience with economic development and program administration,
- Appreciation of Nlaka'pamux cultural values and willingness to learn Nlaka'pamux protocols;
- Criminal Record Check (CRC);

## **Duties and Responsibilities**

- Support the development of business objectives and plans,
- Assist with administrative tasks relating to the development, review, and implementation of business opportunities,
- Provides notes on potential business opportunities,
- Participates in various business planning meetings,
- Work closely with staff across departments to implement growth strategies,
- Supports the generation of business ideas and opportunities,
- Data and information administration,
- Attends meetings as required,
- Assists with the implementation of policies, procedures, and administration of all economic development-related activities;
- Maintains confidentiality on all matters relating to the affairs of K'en T'em,
- Assist Business Development Officer as needed, and
- Other related duties as required.

We will provide training and professional develop to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



**Please submit your cover letter and resume to:**

**Attn: K'en T'em Operations Manager**

Email: [info@kentem.ca](mailto:info@kentem.ca)

In Person: 2025-Unit A Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.