



Posting Period: August 8 to September 1, 2017
Application Deadline: September 1, 2017, 12:00 pm

COMPETITION NOTICE

Job Title	Entrepreneurship Technical Advisor
Place of Employment	265, Place Chef Michel-Laveau, suite 200, Wendake (Quebec)
Job Category	Full-time employee (two-year renewable mandate)
Immediate Supervisor	Director General
Salary	Based on the current FNQLEDC pay scale
Hiring Priority	First Nations members
Job Description	Working under the Director General's immediate supervision, the Entrepreneurship Technical Advisor shall provide high quality technical and financial advisory services to First Nation promoters and community economic development officers (CEDO) to support development projects, funding research efforts, and more specifically to develop business plans and financial reviews.
Specific Functions	<ul style="list-style-type: none">• Support promoters in developing business plans including financial forecasts and reviews.• Develop financial structures that meet the requirements of programs dedicated exclusively to the First Nations.• Provide advisory services to CEDO and First Nation start-ups, more specifically businesses currently supported by the FNQLEDC.• Undertake financial analyses for project feasibility assessments.• Undertake benchmarking analyses.• Support the corporate succession process.• Develop tools/templates to facilitate the development of business plans, feasibility studies, financial forecasts, and project analyses. The candidate must also develop educational material for these tools/templates.• Critically examine projects submitted to the FNQLEDC.• Provide advisory and assistance services to FNQLEDC advisors.• Perform other job-related duties.



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Qualifications Required	<ul style="list-style-type: none">• Bachelor in business administration, accounting, finance or in a related area• Three to five years of experience in business advisory services or any other experience deemed relevant.• Advanced accounting and financial knowledge (CA or CMA considered a valuable asset).• Good understanding of the business world.• Excellent proficiency in French and English.• Proficiency in the Microsoft Office Suite.• Knowledge and experience in First Nation communities (considered a valuable asset).• Availability to travel, and assist or attend external meetings as required (with or without notice).• Valid driver's licence.• All successful candidates must accept and consent to having their references checked.
Skills Required	<ul style="list-style-type: none">• Excellent analysis and synthesis skills.• Interpersonal skills.• Client focused.• Autonomy and sense of initiative.• Excellent adaptation capacities.• Creativity.• Ability to facilitate the development of collaborators.• Teamwork abilities.
Start Date	As soon as possible.

Candidates are invited to send their resume and a cover letter stating their interest for the position (mandatory) before September 1, 2017, 12:00 pm, to the attention of:

Mr. Mickel Robertson, Director General
First Nations of Quebec and Labrador Economic Development Commission
265, Place Chef Michel-Laveau, suite 200
Wendake (Quebec) G0A 4V0
Fax: 418 843-6672
Email: lrheaume@cdepnql.org
Website: www.cdepnql.org

Only selected candidates will be contacted.