



Community Futures Triple R Corporation has an opening for a Business Analyst. Community Futures Triple R Corporation serves 19 municipal council districts in southeastern and south central Manitoba. The region is very entrepreneurial focused, diverse in cultural and offers a good balance of industrial, agricultural, tourism, and service industry opportunities.

The Business Analyst position is a key position at Community Futures and requires a business minded person that possesses a wide range of skills. Our focus in hiring will be to identify a candidate who has a strong mix of education and/or experience along with an entrepreneurial attitude and aptitude that will help to make them an excellent business analyst, lender, business developer and advocate for Community Futures.

The Position:

- Assisting Business Development clients by providing business information and resources
- Analysis and assessment of business proposals
- Reviewing business plans, preparing of loan applications, business proposals and loan documentation
- Monitoring the investment loan portfolio
- Providing business training and development, marketing programs, Biz camp instruction and project management

The ideal applicant will have a combination of:

Personal characteristics:

Hiring for this position will focus on individuals with the following demonstrated characteristics including:

- Strong inter-personal and communications skills
- Ability to function well in a small team environment
- Ability to take direction and work with a volunteer based organization and lending committee
- Positive and opportunity focused
- Results oriented self-starter
- Confidence in making decisions and communicating decisions effectively to clients
- Ability to identify and act on key issues related to loan applications, loan files and business development

Education and Experience (at least two of the following attributes):

- Business diploma or degree
- Business counseling or coaching training certification or related industry training and/or certification
- Commercial lending
- Small business ownership
- Business analysis, counseling, coaching and business development experience

Computer Skills:

- Proficiency with Microsoft Excel and Word is required
- Competent computer user including strong organizing and file management skills
- The software program, The Exceptional Assistant, experience would be considered an asset
- Bilingual, English and French, would be considered an asset

Hours:

Regular office hours are 8:30 to 4:30 PM, Monday to Friday. Limited evening and weekend work is required related to meetings, events, training, conferences etc.

Please submit your cover letter and resume to Debbi Fortier by Friday, February 26th, 2016 at noon. Late applications will not be considered.

By email:

dfortier@cftripler.ca

By Mail:

Attention: Debbi Fortier
Community Futures Triple R Corporation
Box 190
Morris, Manitoba
R0G 1K0