



# Job Posting

## **Business Enterprise Coordinator** **Temporary Contract – 13 Months** **(Salary Range: \$30.62 - \$34.45)** **28 Hours/Week** **Economic Development, Tourism & Culture Department**

The County of Grey is currently recruiting for a Business Enterprise Coordinator to assist individuals starting, expanding, or running a business. This position is responsible for administrative support of the Business Enterprise Centre and Innovation Centre at Sydenham Campus in Owen Sound.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity, and a peaceful rural lifestyle.

### **Position Overview**

- Handle all Centre inquiries and scheduling.
- Assist with planning and administration of programs and workshops.
- Maintain client and contact database, collect business and program statistics.
- Operation of the office and programs in the absence of the Manager.

### **Required Knowledge, Skills and Experience**

- College graduation or equivalent diploma in Business Administration, Entrepreneurship, Marketing, or related field.
- Minimum two years relevant experience required.
- Strong attention to detail, research and reporting skills are necessary along with the ability to maintain confidentiality.

### **Information for Interested Candidates**

A detailed job description and instructions on how to apply are available on the County's website, [www.grey.ca/careers](http://www.grey.ca/careers)

**NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.**

Candidates for the above position are invited to submit resumes prior to the submission deadline:  
**Friday, November 26, 2021 at 12:00pm.**

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*