

Position Profile

Business Development Coordinator (Student)

Edmonton or Calgary, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (“IAC”) team, you will support our global team in bringing investment dollars and jobs to Albertans by responding to client inquiries and conducting research to support investment attraction initiatives worldwide. This is a unique opportunity for a student with emerging interest in business and/or economic development that is looking to build their skills in an exciting environment with entrepreneurs and worldwide business leaders. You will use your organizational skills and collaborative approach to support the coordination of various business development activities, including responding to leads and inquiries, researching potential client companies, and arranging appointments and presentations.

Primary duties:

- Acting as initial point of contact for investor leads and inquiries and working collaboratively with the business development team to triage and respond to inquiries in a timely manner.
- Updating and maintaining relevant data into the customer relationship management system.
- Coordinating with subject matter experts across the business development, investor services, and corporate development teams to ensure our clients/investors receive timely information.
- Conducting research, as required, to vet prospective clients and support the triage process.
- Assisting with the preparation of request for information packages or client communication responses.
- Maintaining and exceeding current service level expectations.
- Supporting administrative duties related to business development activities, including managing and responding to client emails and coordinating meetings.
- Providing support for special projects and other business development activities.
- Other duties as assigned.

Team coordination duties:

- Acting as a resource to the entire Invest Alberta team.
 - Developing, maintaining, and strengthening professional working relationships across the organization and its partner networks.
 - Working collaboratively with others, forging connections.
 - Discretely handling confidential information and data – adhering to privacy and confidentiality at all times.
 - Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
 - Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
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- Leveraging technology to improve organization, communication, and efficiency.
 - Understanding the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change.

Qualifications

You are a post-secondary student working toward a relevant diploma or degree in marketing, public administration, business administration, economics, or international business. Your experience will demonstrate strong attention to detail and excellent interpersonal, written, and verbal communication skills. You are adaptive and have a self-starter attitude with an ability to seamlessly prioritize multiple tasks, projects, and deadlines in a fast-paced environment where you work independently and as part of a team.

You are comfortable working in Microsoft Word, Excel & PowerPoint and ideally have experience with customer relationship management systems. Experience writing briefing notes or other documents in a government setting would be considered an asset. Knowledge of the Alberta economy and its key industries, trends, and developments would also be considered an asset, but is not required.

About the Organization

Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

How to Apply

Interested in being a part of a dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections, apply by email, including a cover letter and resume to hr@investalberta.ca.

Closing Date: Open until suitable candidate found.

Anticipated Start Date: January 2024 for a 4- or 8-month term. Please indicate which term length you would prefer in your cover letter.

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.
To learn more about IAC & this position please visit: investalberta.ca
