



Business Development Officer Pictou County Regional Enterprise Network

Who We Are

The Pictou County Regional Enterprise Network (PCREN) is the leading economic and business development organization for the Pictou County region.

Reporting to: The Manager of Business Development and Innovation

Primary Duties and Responsibilities

The Business Development Officer will perform a wide range of duties, including but not limited to the following:

- Connect with the business community to understand their operating model, value proposition, challenges, and opportunities
- Conduct BRE (business, retention, and expansion) sessions with local businesses (tools and training provided)
- Work closely with the business development team to respond to inquiries from businesses for program assistance and to navigate to business support programs
- Support business attraction and investment readiness initiatives
- Support business growth, business start-ups, and succession planning by working with the business development team to provide guidance, best practices, access to resources, planning tools, etc. to local businesses
- Develop relationships with local, regional, and national business support organizations
- Prepare reports, research papers, educational texts, and/or articles

Must-have Skills and Qualifications

- Post-secondary level education in a relevant discipline from a recognized academic institution; degree or diploma in Business Administration, Commerce, Economics, or similar designation
- Applicable experience in Economic Development, Business Development, or another related field
- Valid Driver's License and access to a vehicle

Communication Skills

- Attention to detail and excellent project planning skills
- Possess a collaborative, positive, and optimistic attitude
- Proven interpersonal skills, being able to exercise sound judgment, tact, and discretion when dealing with others
- Political acuity and sensitivity along with exemplary presentation and analytical skills



- Demonstrated ability to work effectively and efficiently with minimal direction
- Experienced in working with Word, Excel, PowerPoint, and other similar tools
- Ability to network with the private sector, government, and non-government organizations
- Demonstrate the ability to be involved and familiar with the community and the people who contribute to it
- Assets:
 - Experience in networking and relationship building
 - Entrepreneurial thinking and business development/growth practices
 - A strong desire to help build the economic capacity of Pictou County and a willingness to work with a wide range of businesses and economic agencies
 - Experience and/or understanding of small business operations

This employment opportunity is open for Canadians, Permanent Residents, and Temporary Residents who are eligible to work for any employer in Canada. Only applicants who are authorized to work in Canada will be considered. The Business Development Officer will work in both an office environment and in the field and will work a standard work week. The ability to work remotely from a home office may be required, due to the COVID-19 pandemic. Flexibility in working hours is required as some work will happen outside the standard workweek. The office is in Pictou County. Travel throughout the region will be required. The successful candidate can start right away.

We wish to thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

Application deadline: Thursday, June 7 at 12 p.m. (noon).

Applications can be sent to office@pcren.ca with the subject line: Business Development Officer