

Business Analyst

Community Futures Entre-Corp Business Development is a community owned and driven organization that is committed to being the region's leader in entrepreneurial development. Community Futures Entre-Corp services the communities of Southeast Alberta through promotion of entrepreneurship, delivery of business training programs, access to business loans and resources, and active involvement in Community Economic Development. For more information please visit our website at www.entre-corp.com.

The successful applicant will require a positive and energetic attitude reflecting the professional business image of Community Futures Entre-Corp. This individual will work well with others and be able to prioritize multi-tasked responsibilities.

Requirements:

- Good analytical skills
- Related experience or a Degree/Diploma from a post-secondary institution with a major in business
- Works well in a team environment
- Working knowledge of Microsoft Office Programs
- Good writing and communication skills
- Have valid drivers license and own reliable transportation

Duties:

- Prepare loan applications for the Investment Committee along with due diligence investigation at the direction the Senior Business Analyst
- Business counselling
- assist in the after care and collections of existing loans
- Assist clients with Business Planning
- Assist with Administration of the Loan Portfolio as required
- Other duties as assigned by Senior Business Analyst or General Manager

Salary:

- Based upon experience

Please deliver resume to:

Attention: Sean Blewett, General Manager.
Community Futures Entre-Corp Business Development
#202, 556 4th Street SE. Medicine Hat, AB

or

E-mail to sblewett@entre-corp.com

Successful candidates will be contacted for an interview.
Deadline for applications is **March 12, 2010**

Growing communities one idea at a time.

