



JOB POSTING – BUSINESS ANALYST

Community Futures West Interlake has an opening for a Business Analyst. Community Futures West Interlake serves the municipalities of Woodlands, St. Laurent, Coldwell, West Interlake and Grahamdale, located on PTH #6 in Manitoba's Interlake. Community Futures West Interlake delivers a variety of services including loans and technical and advisory services for small and medium- sized businesses, services targeted to youth and entrepreneurs with disabilities, and community economic development and planning.

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 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 and administration of the Self Employment Assistance & Elevate Programs.

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/or Experience:

- 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

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, and conferences. Travel is required throughout the region and a valid Class 5 driver's license is required.

Please submit your cover letter and resume to Lana Cowling-Mason by 4:00 p.m., Friday, May 19th, 2017.

By email: lane@westinterlake.com
By Mail: Attention: Lana Cowling-Mason
Community Futures West Interlake
Box 68
Ashern, Manitoba
R0C 0E0

For more information, please visit: www.westinterlake.com