



Trenval Business Development Corporation (Trenval) is a federally supported, not-for-profit organization, working with community partners to develop and sustain the local economy through business financing, business information and counseling and community economic development projects.

Trenval is seeking an **Administrative and Communications Assistant** who will be responsible for ensuring the efficient operation of office and administrative functions, providing marketing/communications support for the organization, as well as providing administrative support to the Executive Director, Loan Administrator and the team.

Key Responsibilities:

- Present a professional, welcoming first contact, providing great customer service through phone, email, social media and website inquiries
- Provide administrative support as part of the loan life cycle such as client contractual obligations, loan database inputs, processing payments, banking, closeouts, disbursements and maintain accuracy and confidentiality of such records
- Be responsible for coordinating office functions and meeting support; including arranging venues/catering, meetings, minute-taking, follow up calls, data entry, maintaining office space schedules, securing supplies and mail
- Prepare and maintain files, documents, reports and database contacts in accordance with established guidelines of the corporation
- Maintain knowledge of basic business-related resources and government programs that can be shared with entrepreneurs
- Assist with marketing and communications activities including website updates, social media posts, maintain mailing lists, development of promotional materials, and liaise with writers, graphic designers, printers, photographers and media to ensure implementation of marketing and communication plan
- Assist in development of new strategies for visibility and growth
- Be the lead on special marketing/communications projects such as BizQuest Quinte and Mentor Connect
- Ensure integrity of client accounts and adherence to privacy policies
- Reception and general office duties to the organization and its partners as needed
- Provide administrative services to the Executive Director and Board of Directors as required

Qualifications:

- Related degree or diploma and 4+ years administrative experience, plus 2+ years marketing coordination experience
- Exceptional organizational skills; strong communication skills
- Proactive, helpful, can-do attitude; a proven ability to be resourceful and customer focused
- Strong team player, with desire to support and assist co-workers
- Flexibility to adjust to a dynamic work environment
- Experience working with a non-profit organization and/or basic knowledge of non-profit governance

Skills

- Tech savvy in multiple platforms
- Experience in social media business platforms (Facebook, LinkedIn, Instagram, YouTube)
- A strong proficiency in the use of Word, Excel, Outlook and PowerPoint
- Willingness and capacity to learn new software including FERN (Faas Bank loan management software), HubSpot and WordPress

Abilities

- Able to multitask, meet deadlines and manage projects to completion
- Solve problems creatively
- Communicate effectively
- Work in a team environment providing leadership and demonstrating interpersonal skills
- Able to adapt to new software tools quickly
- Able and willing to handle sensitive information with discretion

Job Type

This is a full-time position, working from our office location, with an anticipated start date beginning early December. Although hours will be consistent with operating hours, occasionally there is a requirement for evening/early morning meetings.

Compensation

\$37,000 – \$45,000 annual salary (commensurate with experience) and a competitive benefits package including dental, health and RSP (upon completion of a probationary term).

Interested applicants are invited to **submit a cover letter and resume by November 24, 2021 at 4:00 pm** to Amber Darling, Trenval Business Development Corporation, Box 610, 284B Wallbridge-Loyalist Road, Belleville, ON K8N 5B3 or via email adarling@trenval.ca.

We thank all who apply, but only those selected for an interview will be contacted.

For further information about Trenval, please visit www.trenval.ca

Trenval is an employer committed to employment equity, inclusion and diversity.