



REQUIREMENTS:

The successful candidate will be an enthusiastic, highly organized, and adaptable self-starter comfortable working independently and in a small team environment that brings a professional approach to all job responsibilities. Contractor must provide home office and basic office equipment. In addition, the candidate must have:

- Minimum 5+ years relevant experience
- Post-secondary education, preferably in business administration/program management
- Experience in sales and business development, program, and event management
- Strong time and project management skills and attention to detail
- Highly professional with a customer service orientation and excellent written and verbal communication skills
- Proficiency with MS Office Suite, database management, and web-based applications
- Valid drivers license and access to a vehicle

Please respond via email with cover letter and CV, attention Emma O'Dwyer, Regional Manager, Ontario
info@family-enterprise-xchange.com

Thank you in advance for your interest. Only qualified applicants will be contacted, please no phone/email inquiries.