

Description :

Location 622 College Street, Toronto, ON

M6G 1B6

Salary: \$56,500.00 to \$60,000.00 / year (To be negotiated)

Vacancies:1 Vacancy

Terms of employment: Permanent, Full time 30 hours / week

Start date: As soon as possible

Employment conditions: Day

Job requirements

Languages

English

Italian will be an asset.

Education

Bachelor's degree in Economics, or

Business Administration and Management, or

General Business/Commerce, General

Experience

2 years to less than 3 years

Work Conditions and Physical Capabilities

Tight deadlines, Fast-paced environment, Attention to detail

Work Location Information

Urban area

Personal Suitability

Effective interpersonal skills, Excellent oral communication, Initiative, Judgement, Organized, Accurate, Reliability, Dependability, Excellent written communication

Additional Skills

Perform administrative tasks

Business Equipment and Computer Applications

MS Excel, MS Outlook, MS PowerPoint, MS Office, MS Word

Specific Skills

Develop policies, Administer programs to promote industrial and commercial business investment in rural and urban areas, Plan development projects, Develop venture capital sources, Respond to enquiries from members of the business community concerning development opportunities, Provide advice on procedures and requirements for government approval of development proposals, Conduct surveys and analyze data on the buying habits and preferences of wholesale and retail consumers, Conduct comparative research on marketing strategies for industrial and commercial products, Prepare reports, research papers, educational texts or articles, Conduct analytical marketing studies, Conduct social or economic surveys on local, regional, or international areas to assess development of potential and future trends, Review and evaluate commercial or industrial development proposals, Design market research questionnaires, Develop portfolio of marketing materials, Design, conduct and analyze quantitative and qualitative research projects, Develop feasibility studies, Conduct online marketing, E-commerce and Website promotions, Set up corporations, Develop marketing strategies, Ensure appropriate business/commercial licenses are in place, Develop and implement business plans, Deliver presentations at conferences, workshops or symposia

Work Setting

Consulting firm

Credentials (certificates, licences, memberships, courses, etc.)

Project Management Professional (PMP)

How to apply

By email

info@itaca.ca