



Business Development Associate

Number of Openings: 1

Duration: September 2018 – April 2019

Description:

As a Business Development Associate, you will report to the VP of Business Development, the Finance Director and the HR Director. You will gain valuable experience through managing and updating the club's budget on a monthly basis. You will be responsible for assisting the VP of Business Development & Finance Director with management of all Investment Society's monetary transactions. Additionally, you will work closely with the HR Director in assisting and managing all of Investment Society's internal affairs. This position will require a commitment of approximately 5-10 hours per week.

Requirements:

- Strong organization skills with attention to detail
- Excellent analytical skills and ability to communicate effectively
- Ability to build strong relationships with team members while maintaining a high level of professionalism
- Ability to work under pressure and in changing environments
- Strong time management skills with ability to multitask and prioritize
- High level of professionalism, integrity and accountability

Role and Responsibilities:

- Assisting the VP of Business Development by managing and updating the club's budget on a monthly basis
- Keeping track of Investment Society invoices and receipts
- Planning team socials and internal programs for personal & professional development
- Attending Investment Society team meetings to provide departmental updates and news
- Being involved by attending events throughout the year. This includes participating in both hours, making classroom announcements and attending internal team socials

Remuneration: This is a volunteer position, thus there will be no remuneration for this position.