

## JOB OFFER: Administrative Coordinator

CANADEST Business Brokers Inc. is a professional firm specialized in the transfer of Businesses offering services to the entrepreneurs who wish to sell or to buy existing Businesses. CANADEST Business Brokers Inc who cover at present the territory of all the Maritime is at present in search of a person to fill the post of Administrative Coordinator and Financial Analyst.

### DESCRIPTION OF TASKS:

- Managing the office work and coordinate the administrative activities of the firm
- Data entry and produce compilation of the financial statements for the clientele in the Financial Analysis tool, as well as doing the research and financial analysis to produce confidential Business Valuation report.
- Writing business profile and business plan in both official languages
- Realize promotion and advertising tools for marketing on the international, provincial and regional level
- Coordinate the internet marketing strategy and provide promotion support to maintain activities of the Firm on social media, blogs, newsletters, as well as the coordination of events and seminars in the field of Business brokerage.
- Insure evolution of the Web site besides promoting it, and piloting advertising campaigns to reach customers. Maintain Facebook page, Tweeter, LinkedIn, etc.
- Assisting to the creation of the visual presentations as PowerPoint, displays, contests, inserts, emailing and comparators, etc.)
- Organize webinars by using the technology communications tools and software.
- Make the compilation of financial data and statistics, as well as other various administrative tasks.

### SKILLS AND KNOWLEDGE:

- Knowledge in research methods, as well as financial analysis and accounting
- Capacity to use various IT programs and software among which Microsoft Office Suite and the Simple Accounting Sage. Interest for the business world and finance.
- Knowledge of strategic marketing and its operational use as well as to know the potential of Web and Technologies.
- Capacity to work autonomously and to juggle with multiple tasks
- Excellent knowledge in writing skills and to speak both official languages (French and English)
- Professionalism, initiative, teamwork and capacity to communicate well
- Required University or College study

### WORKING CONDITIONS:

Permanent position ( 1 ): 35-40 hours / week - Salary: to discuss. Should be able to start in January 2016.

Workplace: Head Office 3543 Main Street, Suite #5, Tracadie, NB E1X 1C9

Please send your application with Resume and motivation letter by e-mail at [infocanadest@gmail.com](mailto:infocanadest@gmail.com) before December 31th, 2015. Only retained candidates for an interview will be contacted.

