

Coordinator, Industrial Development

Economic Development and Tourism

The Coordinator of Industrial Development will provide business consultation and information for industrial clients to facilitate investment in Strathcona County and work with Alberta's Industrial Heartland.

Responsibilities:

- provide a comprehensive range of consultation services to encourage the retention, start-up, and expansion of industrial development
- conduct business analysis to identify market expansion opportunities for industrial businesses
- develop, implement and maintain an analytical framework and marketing strategy to attract new industrial business
- coordinate and host incoming and outgoing business and economic trade missions
- initiate, coordinate and participate in special corporate initiatives and projects that further the vision of sustainability for Strathcona County
- facilitate presentations to developers, real estate brokers and site selection groups

Qualifications

- a Bachelor of Commerce or equivalent degree, combined with three to five years of business experience
- a thorough understanding of Alberta's Industrial Heartland
- a certificate in economic development or equivalent
- good problem-solving skills to manage diverse business development activities
- proven ability to inspire confidence and develop positive working relationships
- extensive knowledge of economic development processes, municipal government operations, land use planning, and diverse business opportunities relative to Alberta's Industrial Heartland
- the ability to communicate effectively with business, industry and government through the preparation and presentation of effective verbal and written reports
- working knowledge of Microsoft Office (Word, Excel and PowerPoint), Adobe Acrobat
- the use of a personal vehicle, along with a valid Alberta driver's licence, is mandatory for this position

The annual salary range for this permanent position is \$81,700 to \$102,120, working 35 hours per week. Evening and weekend work are required on a regular basis as a fundamental part of this position.

Competition #81-2010 closes June 25, 2010. Send your application or resume for this competition to:

Strathcona County Human Resources
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7
Telephone: (780) 467-7331
Fax: (780) 464-8521
E-mail: jobs@strathcona.ab.ca

The logo for Strathcona County features the word "Strathcona" in a large, bold, red serif font, with the word "County" in a smaller, red serif font directly beneath it.

Thank you for your interest in Strathcona County. We contact only candidates selected for interviews.