



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Operations And Administrative Support Associate – Partnerships

Job ID	E0-FB-7F-B2-15-3F	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=E0-FB-7F-B2-15-3F">https://careers.indigenous.link/viewjob?jobname=E0-FB-7F-B2-15-3F</a>	
Company	BDC	
Location	Montreal, Quebec	
Date Posted	From: 2021-08-16	To: 2022-02-12
Job	Type: Full-time	Category: Office
Languages	English And French May Be Required	

### Description

#### POSITION OVERVIEW

BDC's Operations and Administrative Support Associate - Partnerships would be a key support to the day-to-day operations of the National and Regional Partnerships teams. Working very closely with the Partnerships Advisor and the Office Assistant, the Operations and Administrative Support Associate will deliver timely data analysis, build engaging visual presentations, provide diligent admin support, and work to support the operationalization of Key Strategic Partnerships.

DURATION: Temporary 7 months with the possibility of extension

HOURS: Flexible full-time or part-time

#### CHALLENGES TO BE MET

- Deliver quality and timely operations support to Partnerships team (in line with Partnerships priorities)
- Support the operationalization of new and existing partnerships
- Provide quality data analyses of current and potential partnerships
- Create engaging Power Point presentations in support of the day-to-day needs of National and Regional Partnerships Managers.
- Provide data, analytical and admin support to Regional and National Partnerships teams
- Own production and enhancement of monthly and quarterly reports for the National Partnerships team

#### WHAT WE ARE LOOKING FOR

- Students must have completed at least two years of university in an economics, commerce (international relations, financing etc.), business administration or relevant programs, and be on track to complete their degree.
- Excellent verbal and written communication skills
- Ability to learn quickly and prioritize tasks
- Ability to work under pressure and to organize work within deadlines
- Strong data analysis skills and attention to detail
- Strong MS Suite (Word, Excel, PowerPoint, Outlook) knowledge
- Experience with data visualization tools (PowerBi, Tableau, etc.) is an asset
- Experience with SQL and other data structuring software is an asset
- Experience with Customer Relationship Management (CRM) software is an asset
- Bilingualism (English, French) may be required, depending on location.

### How to Apply

Click "Apply Now"