



Business Development Coordinator **Term position, ending March 31, 2024**

Purpose

CentrePort Canada is Manitoba's 20,000-acre inland port and Foreign Trade Zone. Located in the heart of North America, CentrePort connects to major national and international trade gateways and corridors, and is the only inland port in Canada with direct access to trimodal transportation – truck, rail and air cargo.

CentrePort Canada Inc. is seeking a highly motivated and energetic Business Development Coordinator to support our business development, Partnership Program and community engagement initiatives and deliverables. To excel in this role, you will enjoy working in a fast-paced, team environment and have excellent people and organizational skills in an effort to elevate CentrePort Canada's business development and investment attraction strategies that support economic growth and create jobs.

General Accountability

The Business Development Coordinator will be responsible for supporting CentrePort's project-based activities in the following ways:

- **Business Development:**
 - Coordinate and prepare materials for business development meetings including presentations and follow up tasks
 - Create a tracking system that supports business development interactions, outreach activities, targeted meetings and inbound hosting
 - Develop and execute new company market research and intelligence program that includes surveys, interviews and information collection
 - Conduct market and priority sector research in preparation to engage with prospects and support marketing initiatives

- **Partnership Program:**
 - Establish and maintain effective relationships with CentrePort Partners, key stakeholders and businesses
 - Create a tracking system that supports lead generation and prospects to achieve CentrePort's Partnership goals
 - Support activities related to Partner recruitment, maintenance, and renewals that includes, but is not limited to, tracking interactions, updating CRM database and centreport.ca, preparing report cards, onboarding, updating collateral, collecting market intelligence and facilitating introduction opportunities
 - Assist in the coordination of corporate networking events



- **Community Engagement & Other:**
 - Create and execute targeted engagement activities and events
 - Maintain CentrePort company database and research
 - Work with CentrePort's management team to produce materials including presentations, letters, speaking points, and other written or visual documents
 - Support the administrative needs of the President & CEO
 - Provide other general office administrative duties as required

Required Skills and Competencies

The Business Development Coordinator has the following required skills and competencies:

- Bachelor's degree or College diploma in Commerce, Business Administration or equivalent field
- Minimum 5 years of professional experience
- Excellent verbal and written communications skills
- Ability to work independently, or as part of a team, and under pressure to meet short deadlines
- Experience in planning and managing multiple projects simultaneously with exceptional attention to detail
- Resourceful, enthusiastic, and positive can-do attitude with strong networking skills
- General understanding of relevant economic, business and community issues
- Proficient in Microsoft Word, Excel and PowerPoint and basic Adobe Creative Suite skills
- Valid driver's license and occasional access to a vehicle

Reporting Relationship

The Business Development Coordinator reports to the Executive Director, Partnerships & Community Engagement.

Please submit resume and cover letter by July 8, 2022, to: busdev@centreport.ca