



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC
DEVELOPMENT COMMISSION

Posting date: November 2nd, 2023
Deadline to apply: November 20th, 2023

MAXIMIZING BENEFITS AND PUBLIC PROCUREMENT OFFICER

Job category: regular full-time position

Joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means working with a dynamic team in a stimulating work environment!

By working at the FNQLEDC, you can enjoy various benefits:

- ▲ A competitive salary;
- ▲ Friday afternoons off;
- ▲ A schedule alternating between telework and work at our Wendake office;
- ▲ A work environment that facilitates work-family balance;
- ▲ A monthly cell phone plan allowance;
- ▲ Very good social benefits;
- ▲ Two weeks of paid vacation from the first year and two more weeks during the holiday season;
- ▲ And more!

Salary: Gross annual starting salary is between \$63 845 and \$68 252.

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

Job description

The FNQLEDC is an organization whose mission is to advise, assist and support First Nations communities and members in carrying out their economic development projects.

Under the supervision of the head of the Services to community team leader, the maximizing benefits and public procurement officer will have the main role of supporting, training and accompanying Indigenous entrepreneurs in order to develop their ability to access contracts resulting from public contracts, identifying relevant opportunities and accompanying them at all stages of the submission process. The maximizing benefits and public procurement officer will also be part of the Accès Entreprise Québec (AEQ) network, a support service aimed at accelerating local economic development in Quebec regions. Through the tools, training and resources of the AEQ network, the officer will be able to offer first-level support to community economic development officers and organizations and Indigenous entrepreneurs while developing their entrepreneurial skills.

Maximizing and support in economic development

- Maximize the local and regional economic benefits of major public and private projects by facilitating networking between private and public work providers and businesses in the field.
- Understand and explain to entrepreneurs the process of public and private tenders.
- Identify current issues for Indigenous businesses with respect to the public tendering process and propose possible solutions.
- Equip entrepreneurs to bid on public calls for tenders by developing workshops, training, information meetings and resources and adapting the contents of existing AEQ training to the economic development realities of the First Nations in Quebec.
- Support Indigenous entrepreneurs during all stages of the tendering process.
- Develop and maintain connections with the AEQ network.

Economic development support

- Plan, organize, coordinate and/or support the implementation of activities and the deployment of programs and events among the clientele.
- Respond to various questions from the clientele or new potential clients concerning all the services offered by the FNQLEDC.
- Organize and facilitate information and training sessions, online or face-to-face.
- Document their interventions among the clientele using tools provided by the organization.

Prerequisites

- A bachelor's degree or equivalent training in business administration or any other related field (a college-level diploma combined with experience may also be considered)
- Two (2) years of experience in similar roles
- Any combination of training and experience will be considered
- Good knowledge of the business world
- Knowledge and understanding relating to First Nations circles is considered an asset
- Knowledge and understanding of public and private tendering systems is considered an asset
- Good command of spoken and written English and French
- Good knowledge of IT tools such as Microsoft 365, Internet, email and application software, etc.
- Availability to travel regularly and a valid driver's license
- All applicants must accept and consent to the reference check

Desired skills and attitudes

- Autonomy and proactivity
- Tact and diplomacy
- Ability to set priorities, sense of planning and organization
- Ability to manage several projects simultaneously and meet deadlines
- Capacity for teamwork

- Adaptability
- Ability to analyze and synthesize
- Relational skills (openness and ease of establishing contacts)

Interested persons must send, by email, their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before November 20th 2023, 4:30 pm to the attention of:

Mr. Mickel Robertson, Director General
First Nations of Quebec and Labrador Economic Development Commission
265, place Michel Laveau, suite 200, Wendake (Quebec) G0A 4V0
Email: rh@cdepnql.org

Only shortlisted candidates will be contacted.

In the event of equal or equivalent applications, the FNQLEDC prioritizes First Nations applications.