



Business Analyst, Quebec 4-month Contract Position

Canada's Entrepreneur Gateway

The Canadian Youth Business Foundation (CYBF) is the 'go to' place for youth entrepreneurship. As a national organization, we are dedicated to growing Canada's economy one young entrepreneur at a time. We look at character not collateral, when providing youth, age 18-39, with pre-launch coaching, business resources, start-up financing and mentoring, to help them launch and sustain a successful entrepreneurial business. CYBF is the founder of G20 Young Entrepreneur Summit (G20 YES) and a founding member of the G20 Young Entrepreneurs' Alliance (G20 YEA).

Established in 1996, CYBF has invested to date in more than 5,260 young entrepreneurs, whose businesses have created more than 20,800 new jobs, \$147.4 million in tax revenue and hundreds of millions of dollars in sales and export revenue. CYBF delivers its program coast to coast to coast through a national network of 184 community partners and more than 4,220 volunteers including business mentors. Information about CYBF is available at www.cybf.ca.

Competencies Required

- Attention to Detail
- Business Perspective
- Relationship Building

Responsibilities:

- Review and evaluate business plans
- Provide coaching and feedback to applicants regarding the application process including business plan development and financials
- Review and evaluate credit reports
- Recommend quality applications to National Credit Adjudication department
- Follow up with community partners to collect outstanding documents prior to NCA review
- Collect outstanding items from Community Partners and applicants prior to disbursement
- Assist regional manager and regional director in file reviews
- Assist in achieving regional target for start-up and newcomer program
- Review LRC recommended applications and make recommendation on approval or decline based on CYBF program criteria.
- Assist in the review of credit bureaus and delinquent account
- Assist in the preparation of loan agreements
- Other tasks and responsibilities as required

Qualifications:

- 1 year of experience in a sales or economic development position
- Banking/Business development education or experience

- Detail oriented and quick learner
- Knowledge of issues surrounding like-minded organizations, communities and schools
- Excellent interpersonal and communications skills
- Proven customer relations management skills
- General administration experience including report writing
- Knowledge of basic CYBF programs and project management
- Ability to read and understand business plans as well as financial forecasts
- Extensive working knowledge of Microsoft Office Suite and the Internet
- Professional, friendly demeanor
- Confident, proactive and self-motivated, able to work with minimal supervision
- Shares ideas/successes with team members
- Team Oriented
- Fluency in both French and English is considered an asset

If your skills and experience match the requirements of this position, please submit your cover letter and resume via to Elyse LeBlanc at careers@cybf.ca by February 4, 2013

We thank all applicants for their interest but only candidates receiving serious consideration will be contacted. Candidates must follow the specified application process. No phone calls or agencies please.