



**FULL-TIME BUSINESS DEVELOPMENT CONSULTANT
(COMPETITION NO.: ED-2025-04)**



Posting Date:	July 14, 2025	Closing Date:	July 25, 2025
Department:	Economic Development	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary Level 105	\$80,207 – 100,264 (2025)	Union:	Non-Union

Interviews are tentatively scheduled for August 6, 2025. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

The new team member will provide assistance to Timmins Economic Development and The Business Enterprise Centre. They will offer both leadership and expertise in the implementation of services to entrepreneurs. An action and results oriented individual is needed to directly contribute to the development of small to medium sized enterprises in the region. Activities include but are not limited to the following:

Duties

- Responsible for actively promoting and marketing the services offered by The Business Enterprise Centre and ensuring that the program deliverables are realized
- Undertake outreach and networking (e.g., seminars, workshops, speaking engagements, small business activities/events, etc.) within the service region
- Provide one-on-one consultations and follow-up sessions with registered clients and assist in new business start-ups and expansions
- Develop, facilitate and deliver small business seminars/workshops in the municipality and throughout the service region
- Act as a liaison with municipal, federal, provincial and other agencies involved in small business and entrepreneurship;
- Work with clients to prepare funding proposal to start or expand their businesses
- Co-ordination and implementation of entrepreneurial programming

Qualifications

- Post-Secondary graduate with specialization in areas related to Business, Commerce or similar
- Excellent communication, research and analytical skills
- Superior interpersonal skills
- Ability to work independently and in a team situation
- Sound knowledge of Federal, Provincial and other public, as well as, private funding agencies, services and programs
- Solid knowledge of MS Office Suite including Microsoft Teams
- Proficiency with presentations and public speaking engagements
- Experience in working with SME's would be an asset; and
- Ability to effectively communicate in both English and French is an asset

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **July 25, 2025**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:7052641331)