

BUSINESS ADVISOR

Position: Business Advisor	Supervisor: Manager
Current incumbent:	Department/Unit: SBDCBelize
Division: Enterprise & Innovation	Level: L6 - Officer
Location: Belize City	Last revised: August, 2019
PRIMARY FUNCTION: To provide management and technical assistance and information services to small businesses and to assist the Manager with the overall operation of the programme. Must provide counselling on all aspects of small business operations, including marketing, management, accounting, personnel, with special emphasis on financing small businesses. The Business Advisor must coordinate with the Manager in both promotion of the Centre and recruitment of clients.	
ESSENTIAL DUTIES & RESPONSIBILITIES: 1. Provide advisory services focused on creating economic impact including monthly consulting reports (face to face); 2. Assist in executing special projects and offer services in their assigned locations; 3. Promote SBDCBelize services within the community and to potential clients; 4. Document client advising sessions and training activities in the Centre's CRM software on a consistent basis; 5. Assist with logistics coordination of training events and other related functions/events inclusive of new training curriculum; 6. Assist in evaluating and making necessary recommendations to Manager on improving centre procedures (advising, training); 7. Assist in conducting preliminary research for clients and centre; 8. Play a key role in the development and implementation of workshops and conference for business including participating as a speaker; 9. Represent SBDCBelize at regional and national events 10. Assist with the organizing and planning of quarterly strategic meetings, with special emphasis on counselling issues related to SBDCBelize Advisers; 11. Assist with working with community organizations to promote the SBDCBelize services and achieve programme goals; 12. Assist in the national promotion of the Centre and client recruitment; 13. Responsible to submit necessary footage, media visuals to admin and comm officer	

- for timely Public awareness on social media and other means;
14. Submit Quarterly reports on personal performance activity through the Centre's CRM, weekly work plans and/or when indicated, consistent with the Time utilization matrix;
15. Perform other relevant duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's degree in Business Administration, Management, International Business, Project Management or equivalent
- Minimum of one (1) year in business support with experience in working with the MSME sector

Knowledge & Skills

- Exceptional knowledge of business/enterprise development processes, business documentation, investment/business regulatory practices, tax policies, and financing (including micro-financing)
- Be a trust-builder by being a good listener and maintaining confidentiality
- Be service oriented, including the ability to work with a wide variety of individuals and organizations
- Ability to be a problem solver
- Excellent oral/written communication skills, including presentation skills
- Motivated and work well alone and as part of a team
- Ability to work and take initiative without close supervision
- Efficiently work under pressures, with deadlines, and handle multiple assignments simultaneously
- Excellent financial analytical and research skills
- Experience in international travel
- Second language would be an asset (preferably Spanish)

- Computer literate in most Microsoft applications
- Valid driver's license

Key Competencies & Attitudes

- Highly analytical
- Team player
- Self-starter
- Flexible
- Multi-tasker
- Dependable
- Honest
- Mature
- Sound work ethics
- Detail oriented
- Diligent
- Proactive and strategic thinker

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit and reach with hands and arms. The incumbent is occasionally required to walk, use hands or fingers, handle, or feel objects, tools or controls, stoop, kneel, crouch and talk or hear.

The incumbent must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The incumbent will have his/her own office area and will be equipped with standard office equipment. The office will be at a moderate temperature with a noise level of low to moderate. The incumbent is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings,

weekends, and overtime to accommodate activities that are directly related to BELTRAIDE.