

Business Manager New Position

Canadian Honey Council needs a Business Manager to play a vital role in the day-to-day operations of the national office in Calgary.

Responsible to the Chief Executive Officer, your duties would include:

- Accounting and reporting on the organization's financial performance
- Administration of Sponsorship and Donation Programs
- Project proposal writing, funding applications and project coordination

You would assist the CEO with:

- Managing the national office
- Board support, including preparation of agenda and minutes for meetings
- Event planning
- Strategic, financial and operational planning for the organization

If you have appropriate education including administration and business training (University level or equivalent), good communication skills, and proven ability to work in a team environment, you are eligible to apply.

Preferred applicants will have:

- A wide range of computer skills
- Related work experience
- Familiarity with agriculture

Fluency in French would be an asset

Deadline for application is 20 August, 2010

Send covering letter and resumé to:

Canadian Honey Council,
Business Manager Position,
Suite 236, 234-5149 Country Hills Blvd NW
Calgary AB T3A 5K8