

KINGSTON

— *Economic Development* —

Title: Sustainable Manufacturing Investment Support Assistant

Salary: \$26.00/hour

Term: May 6, 2024 – August 30, 2024

Position summary

Kingston Economic Development is offering a motivated student the exciting opportunity to assist with their investment team to make an impact on Kingston's Foreign Direct Investment (FDI) opportunities. A Sustainable Manufacturing Investment Support Assistant actively contributes to vital initiatives of the Kingston Economic Development Investment Management team, who attract foreign and domestic businesses to the Kingston region. This role, tailored for students seeking practical experience in Economic Development, provides a blend of administrative responsibilities, project assistance, and strategic contributions crucial for fostering economic growth in Kingston. As a Sustainable Manufacturing Investment Support Assistant, you will engage in hands-on tasks related to Foreign Direct Investment (FDI), lead generation, refining presentation materials and collaborating on the creation of compelling marketing materials that showcase Kingston's unique investment opportunities. Organizational skills will be put to use to maintain an efficient office environment using a Customer Relationship Management software (Salesforce) and Microsoft Office.

In this position, the Investment Support Assistant will be a member of the Kingston Economic Development team and gain a comprehensive learning experience within the economic development landscape.

Skills this participant will gain as an Investment Support Assistant:

- **Teamwork:** As a Sustainable Manufacturing Investment Support Assistant, you will work collaboratively with diverse teams, fostering effective communication and collaboration within an organizational setting. Additionally, skills and the opportunity to identify and attend relevant events, learning event coordination skills, and building a professional network.
- **Communication:** The role involves enhancing presentation materials and improving skills in conveying information strategically and effectively. You'll also contribute to the creation of engaging marketing materials, developing creative and visually appealing content to showcase investment opportunities. Gaining experience with CRM tools, such as Salesforce, will enhance your proficiency in managing and leveraging customer relationships.
- **Market Research:** The position provides the opportunity to hone market analysis and research skills.
- **Administrative Assistant:** As a Sustainable Manufacturing Investment Support Assistant, you will perform various administrative tasks, including maintaining an organized office, scheduling meetings, and coordinating essential support functions. Additionally, you'll be involved in scheduling and coordinating meetings, optimizing time management skills to ensure efficiency in daily operations.

- FDI: The role offers the chance to understand the intricacies of Foreign Direct Investment (FDI), gaining insights into attracting businesses and contributing to economic development initiatives.

Skills and Qualifications:

- Basic technical proficiency in Microsoft Office (Power Point, Excel, ETC), and other relevant tools.
- Excellent communication skills in English (written and spoken)
- French speaking or a second language is an asset
- Strong interpersonal and customer service skills
- Numeracy and data analysis experience
- Proven primary and secondary research capabilities.
- Time management and organization skills
- Computer skills – Microsoft Office suite, LinkedIn, Salesforce

How to apply?

To prepare your application, please combine your cover letter and resume as one document. Save your document in .PDF, .doc, or .docx format using: Last Name, First Name – job title as your naming convention. Please submit all applications to careers@investkingston.ca. attach your cover letter/resume document to the email.