

INTERNSHIP OPPORTUNITY INFORMATION

Job Title: Research & Business Planning

Job Location: Downtown Nanaimo

Number of Positions: 2

Application Procedure: Directly to employer

Job Profile:

The Business Max Consulting Inc. is seeking a self-starter who has proven research and business writing skills. The intern will work on various business tasks such as business analysis, marketing planning, financial analysis and administration.

COMPANY OVERVIEW:

Business Max Consulting Inc. is a management-consulting firm that offers a range of consulting services including business planning, financial analysis, and marketing strategies, for emerging businesses.

DUTIES:

- Conduct research and analyses relevant to client's needs and requirements.
- Participate in developing the company operations manual.
- Conduct research and write business plans.
- Assist in financial analysis as part of business planning
- Perform administrative work: answering phones, and managing reception area.
- Other related duties as assigned.

QUALIFICATIONS:

- Related University degree in Business Administration preferably MBA.
- Strong knowledge in business operations.
- Present a professional image in conduct and attitude.
- Demonstrate superior communication, interpersonal and teamwork skills.
- Demonstrate superior administration, organizational and multitasking skills.
- Advanced skills in Microsoft Word, PowerPoint, Excel and Web-browsing.
- Demonstrated ability to use a high degree of discretion and confidentiality.
- Initiative to pursue non-requested tasks that will improve client product/service.
- Excellent project management skills.

Please send resume, covering letter, and transcript directly to: info@businessmax.ca. We thank all applicants in advance, however only those shortlisted will be contacted.