

# EXTERNAL JOB POSTING



ECONOMIC DEVELOPMENT

<b>Position:</b>	<b>Student Business Count Surveyor</b>		
<b>Type:</b>	Contract May 1 – September 1, 2023 35 hours/week (Monday to Friday)	<b>Location:</b>	Primarily working remotely from home and occasionally within City/County conducting business surveys
<b>Salary:</b>	\$16.50/hr.	<b>Submission Date:</b>	March 17, 2023
		<b>Start Date:</b>	May 1, 2023

Peterborough & the Kawarthas Economic Development (PKED) is a non-profit corporation responsible for the delivery of economic development and tourism services on behalf of the City of Peterborough and County of Peterborough. We play a leadership and strategic role in developing the economic capacity of the Peterborough region.

We have a team of dynamic professionals who offer economic expertise that identifies growth opportunities, provides services to existing ventures, and attracts new companies and visitors by sharing the region's competitive advantages.

As the Student Business Count Surveyor, you will undertake the annual regional Business Survey via remote work and occasionally in-person, which will ultimately monitor local economic trends and assist in creating regional strategies within the City and County of Peterborough.

This position is potentially being funded in part by a federal grant. All applicants must be:

- a. between 15 and 30 years of age (inclusive) at the start of employment;
- b. a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; (Note: International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.) and
- c. legally entitled to work according to provincial legislation and regulations.

## Accountabilities and Responsibilities:

### Conduct Annual Regional Business Count Survey:

- Conduct telephone surveys remotely (and potentially through some onsite visits) with regional businesses to gather information/data on business locations, types, and number of employees within the City and County of Peterborough. Corporate equipment will be provided for the duration of the contract.

# EXTERNAL JOB POSTING

## Student Business Count Surveyor

---

- This position works remotely and reliable wifi is required to complete the surveys. Arrangements can be made for individuals who would prefer to work in an office setting.
- Provide background information to businesses regarding the survey and information being collected. Respond to community questions, when required, regarding the survey.
- Accurately input information into Excel spreadsheets and Customer Relation Management (CRM) software program.
- Conduct follow-up interviews via phone to collect missing data as required.
- Ensure integrity and accuracy of data throughout duration of collection process.
- Produce both summary reports based on survey data.
- Assist team members with information gathering, troubleshooting problems and bringing issues to the attention of the Project Coordinator.

### **TRAINING:**

The following training will be provided to new employees during the onboarding process:

- M365 Teams VoIP telephone systems
- Scenario Scripts for completing phone calls
- Data input for basic Excel and CRM databases
- AODA and Survey Customer service standards
- Health & Safety Awareness

### **Experience, Skills and Education:**

#### **Experience:**

- Strong computer skills; ability to work with customer relationship management software and Microsoft suite of products required with strong focus on Excel.
- Demonstrated background in research and project management skills an asset.
- Proven track record in business and/or customer service environment is important.
- Understanding of economic development is an asset.
- Time management skills would be helpful.
- Valid Driver's License with vehicle and clean driver's abstract would be ideal. Mileage accrued completing work duties will be re-imbursed.

#### **Education:**

Enrollment or graduate of post-secondary diploma or experience in business, customer service and/or equivalent.

**Please send your application (PDF or Word document) to Barbara van Vierzen, Director of Operations at [recruitment@investptbo.ca](mailto:recruitment@investptbo.ca) by March 17, 2023.**

# EXTERNAL JOB POSTING

Student Business Count Surveyor

---

Peterborough & the Kawarthas Economic Development is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Information is collected solely for the purpose of job selection under the provisions of the Freedom of Information and Protection of Privacy Act.

**Thank-you to all applicants. Only those selected for an interview will be contacted.**