

## **Client Management & Reporting Coordinator**

North Bay, ON

Innovation Initiatives Ontario North (IION) is looking for an outstanding individual to fill the new position of Client Management & Reporting Coordinator to help with the various duties involved with our growing client base. The position is a 1-year contract with the possibility of extension or transition into full-time employment.

This position is full-time, 37.5 hours per week, Monday to Friday 8:30am-4:30pm, with occasional obligations after hours. IION staff are currently working using a hybrid work style (home/office).

### **Duties & Responsibilities:**

- Client prospecting, support, and relationship management
- Management of client intake
- Reporting of on-going client operations
- Data capturing and generate visual reports for a variety of stakeholders
- Keep updated client records
- Marketing, social media and website management
- Administrative duties
- Keep current on government funding opportunities

### **Qualifications**

- Passion to learn and complete a variety of diverse tasks
- Strong organizational, interpersonal, verbal & written communication skills
- Ability to independently plan, organize, prioritize, and execute tasks to achieve goals in a timely and efficient manner with minimal supervision
- Ability to work in a collaborative team environment
- Ability to work flexible hours and adapt to change when required
- Ability to be creative and develop new ideas
- Proficient in using Microsoft Office platforms
- Valid Ontario Class "G" driver's license and personal vehicle
- Bilingualism (French/English) is an asset but not required
- Post-secondary graduate

**Application Deadline: March 25, 2022/ Start date is negotiable**

Please email resume and cover letter to: [info@iion.ca](mailto:info@iion.ca)

*IION is a Regional Innovation Centre that helps innovative companies succeed. IION is located in North Bay and serves the districts of Nipissing, Timiskaming, Parry Sound & Muskoka.*

*IION is an inclusive and equal opportunity employer. IION thanks all applicants for their interest, however only those invited for an interview will be contacted.*