



Greater Jamaica
Development
Corporation

BUSINESS SERVICES

JOB TITLE: Technical Assistance Associate, Business Services

PURPOSE AND SCOPE: Provide direct services to local firms to assist them in accessing incentive programs and retaining jobs.

FUNCTIONS AND RESPONSIBILITIES

- Assist entrepreneurs and local businesses in filling out applications for small business grants and various other Programs including Payroll Protection, Shuttered Vendor, Restaurant Revitalization
- Ability to stay fully informed on any changes, updates and reporting necessary for each of the Programs
- Maintain a database of all records, clients, workshops and seminar attendees

KNOWLEDGE, SKILLS AND QUALIFICATIONS REQUIRED

- Bachelor's degree a plus but not required
- Minimum of two to five years business experience and/or customer service
- Good written and oral presentation skills
- Ability to communicate with small business operators
- Bilingual abilities are a plus

To apply for this position, please send your **resume and cover letter** to hr@gjdc.org. The subject line should read 'Business Services – Technical Assistance Associate'.