



## **Job Description**

<b>Position:</b>	<b>Business counselor</b>
<b>Travel Required:</b>	<b>As needed</b>
<b>Work Schedule:</b>	<b>4hours/day</b>
<b>Reporting:</b>	<b>project manager</b>
<b>Contract Length:</b>	<b>12 months</b>
<b>Location:</b>	<b>Kavala / Komotini</b>

## **Background**

The project entitled "RE-thinking MICROcredit as a tool to support SMEs and boost LOCAL economies" and acronym REMICRO LOCAL is being implemented within the Cooperation Program INTERREG V-A GREECE-BULGARIA 2014-2020 with a total budget of € 567,310.60.

The role of Business Counselor is to act as a neutral and trusted advisor to entrepreneurs or start uppers seeking to enhance their entrepreneurial skills and help them expand their business network. The counselor will be the primary source of assistance for entrepreneurs and small business owners / managers and will be supported by business trainers and other experts as needed.

## **Purpose**

Typical functions of Business Counselor, apart from listening and understanding clients' needs and expectations, include assisting entrepreneurs and their teams in developing financial plans and marketing, lending legitimacy to entrepreneurs when approaching financial institutions, helping to build partnerships between non-competitive enterprises, training and advising entrepreneurs in the basic of business management and finance through practical on-the-job coaching and just-in-time training.

The Business Counselor will assist in providing small business counseling and training services to clients in Kavala and Komotini areas. Work includes publicizing the program and its services, developing local contacts, and conducting one-on-one or group counseling sessions.

*The Project is co-funded by the European Regional Development Fund (ERDF) and by national funds of the countries participating in the Interreg V-A "Greece-Bulgaria 2014-2020" Cooperation Programme*

## Major Responsibilities

- Assist the project manager in the development and implementation of customized business counseling to micro and small businesses
- Provide one-on-one or group counseling and mentoring to small business owners and those wanting to start a small business or self-employment venture
- Undertake the organization on networking events and B2B meeting with local stakeholders
- Assist in conducting, planning, and evaluating program activities
- Design advertising and marketing media and press releases as necessary to promote the services of REMICRO LOCAL
- Conduct client follow-up meetings to monitor their progress, and to discuss their specific needs
- Maintain accurate records, develop and implement satisfaction reports for the evaluation of client success
- Develop office reports as needed

## Position Requirements

This position requires extensive knowledge and experience in business operations including marketing, management, personnel, financing and financial management. The counselor must provide advice and counsel, or refer the client to appropriate resources, on all aspects of business and must adapt the style of presentation to the person or audience, whatever the level of sophistication, education, or socio-economic status. The candidate must possess the ability to learn new concepts and effectively communicate them to clients. The position may involve travel to visit clients and attend training events in Kavala and Komotini areas.

The successful candidate will have the following:

- Minimum Bachelor's degree in a business discipline, or equivalent experience, with experience in managing a small business or experience in business management
- Possess and maintain skills in business diagnosis, financial management, marketing, business start-up, franchising, and other areas of small business operation
- Possess and maintain high proficiency in computer technology and business application software
- Possess and maintain presentation skills for effective communication and teaching
- Interest in continued education, attending conferences, workshops, seminars and courses dealing with business issues
- Excellent written and oral communication skills, well developed interpersonal skills and the ability to relate to a wide variety of personality types and educational levels.

The individual must exhibit an ability to work with minimal supervision, and possess problem-solving skills.

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