



# Job Description Summary Business Development Representative Nunavut Sealink and Supply Inc. (NSSI)

## **Nunavut Sealink and Supply Inc.**

Nunavut Sealink and Supply Inc. is a sealift service provider that deploys a sizeable fleet of multipurpose cargo ships and tankers to meet the seasonal resupply needs for all three regions in Nunavut. NSSI plays a critical role in transporting dry cargo and fuel to and from Nunavut's communities and mining sites. The company is a joint venture consisting of Arctic Cooperatives Ltd., Desgagnés Transarctik Inc., and Nunavut's three regional development corporations.

## **Purpose of the position**

The Business Development Representative will focus on seeking and developing business growth opportunities in Nunavut for both the community and mining market segments to meet the strategic objectives set by NSSI's Management. In addition to prospecting potential clients in the assigned market, uncovering needs and providing solutions, he/she will also play a key role in maintaining relationships with existing customers and will work in close collaboration with NSSI's Northern Shareholders, development Corporations and Regional Inuit Organizations.

## **Key Responsibilities**

- Collaborate with NSSI's Sales team to seek, identify and develop business growth opportunities;
- Develop and maintain strong professional relationships with people working in both the private and Government sectors who are involved with the sealift service, including community leaders;
- Regularly travel to the various communities in Nunavut and periodically travel to southern Canada to meet with customers, potential clients and stakeholders;
- Participate in meetings with Operations and Sales to ensure project scope, objectives, timeline and customer requirements are properly understood during the planning and execution stages;
- Monitor and gather key industry intelligence on markets and competition/competitive performance;
- Represent NSSI in the region and actively participate at industry conferences, trade shows and customer events;
- Support customers for all commercial matters including providing information about services, schedules and operational updates;
- Implement and lead NSSI's Customer Relationship Program that includes supporting the Regional Customer Service Agents;
- Develop and maintain a network of potential clients as well as assess potential client needs and recommend the appropriate solutions;
- Identify key industry trends impacting business and derive implications for current and potential strategies;
- Obtain, synthesizes and concisely articulate key customer and market information, collect and verify market information;
- Develop reports and proposals as part of a sales presentation to potential clients;
- Progress qualified leads (pipelines of opportunities) and convert them into new revenue and positive operating income;
- Responsible for NSSI's office in Iqaluit, which includes fulfilling some administrative responsibilities to ensure accurate record keeping and document processing;
- Support the sealift Operations team when required during cargo handling activities in Iqaluit and ensure that communications with clients are effective and satisfactory for all stakeholders.

### **Position Requirements and Skills:**

- Five or more years of relevant work experience;
- Strong interpersonal relationships skills;
- Excellent communication skills – written, verbal and presentation skills in English and Inuktitut;
- Strong advocacy/influence/persuasion capabilities;
- The candidate builds trust based on the credibility of his personal experience, his leadership and his excellent interpersonal relationships skills;
- Ability to deal with multiple stakeholders;
- Self-starter and willingness to take initiative on customer opportunities and issues;
- The candidate shows Transparency, Accuracy and Integrity in all actions and communications, is respectful to all colleagues and follows decision-making structures;
- Completed Post-Secondary education in business, marketing or related field or equivalent work experience;
- Good track record in business development, sales and/or customer service;
- Previous work experience in transportation, supply chain management, distribution, or logistics is an asset;
- Travel expected to be average 50-60 business days per year.

### **Workplace:**

Iqaluit, Nunavut