

Brock Business Students' Association Business Card Coordinator

Job Title: Business Card Coordinator
Job Location: Brock University, Faculty of Business
Number of Positions: 1
Post Date:
Reports To: Vice President – Internal Affairs
Company URL: www.brockbsa.com

Business Students' Association

The Business Students' Association (BSA) is the facilitating umbrella organization for all Faculty of Business Student Clubs (FOBSC). The BSA has restructured the student associations to better serve the student body and ensure the best results possible from each Faculty of Business event. The BSA's mission is to improve the quality of each business student's experience at Brock University.

Job Summary

The Business Card Coordinator is responsible for all aspects of business card distribution. The position will maintain ongoing communication and coordination with select BSA Executives, the Webmaster, and Printing Services. The Business Card Coordinator will play a pivotal role pertaining to the successful sales of business cards, ensuring that all paths lead to success.

Duties and Responsibilities

- Responsible for organizing the entire process of business card distribution including:
 1. Marketing
 2. Sales
 3. Inventory
 4. Planning
 5. Logistics
- Maintain ongoing communication and coordination with the BSA Vice President – Internal Affairs and Webmaster throughout the academic year
- Demonstrate excellent customer service skills at all times when interacting with student customers
- Work in conjunction with the Business Clothing Coordinator through the academic year to coordinate promotion (i.e. through table displays)
- Report to Executives regularly on progress of the Business Card program in terms of sales figures, orders made, and expected arrival times
- Responsible for accurate and ethical practices within the BSA
- Attend regular BSA General meetings
- Other duties as required

Minimum Requirements:

- Must be a Full-time student enrolled in the Faculty of Business
- A minimum completed education level of 1st year university
- Must be in good academic standing
- Must be fluent in the English language
- Previous leadership or sales experience considered and asset

Skills, Effort & Competencies

- Effective oral and written communication
- Organization/planning
- Time management and punctuality
- Understand and contribute to the organization's goals
- Cooperative
- Seek a team approach as appropriate
- Self-motivated

Application Process

Please email a copy of your resume, cover letter, and transcript to Patricia Bernardo at vphumanresources@brockbsa.com by **February 19, 2012 by 1 pm**. If you wish to apply to more than one position, please send ONE application; indicate all positions in your cover letter.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the individual.