

BUILD A CITY. BUILD A FUTURE.



BUSINESS RELATIONSHIP SPECIALIST REGULAR FULL-TIME

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.

EMPLOYMENT STATUS

Exempt – Regular Full-time

SCOPE

Reporting to the Manager of Economic Investment Services within the Business and Government Relations division, this position as the Business Relationship Specialist focuses on investment attraction and promotes Surrey as a strategic investment destination to national and international investors. This role supports the execution of investment attraction initiatives of the 2024 Economic Strategy.

RESPONSIBILITIES

- Develop, maintain and execute the investment attraction plan and aid investment attraction efforts of the department related to target industries, investment opportunities, commercial and industrial development areas
- Relay items important to the continued competitiveness of Surrey (ie: infrastructure deficits, process improvements, regulatory right sizing, department workflows) for a streamlined concierge approach to investor engagement
- Facilitate new investment leads, screen potential business opportunities and select the most actionable opportunities in line with the departmental and corporate strategies of Surrey
- Coordinate City, site and building tours within the municipality and surrounding area for prospective investors and stakeholders
- Ensure prompt response to requests from new investment leads to the City from potential investor companies, regional stakeholders, and site selectors
- Serve as a point of contact to facilitate development permit processes between investors and the development authority by enabling and encouraging information exchange
- Create, coordinate, and deliver site selection packages and information, presentations, reporting, regular updates on activities, website updates and speaking notes
- Attend investors and industry events, both local and international as needed
- Support investment attraction incentive program development, processing, execution, adjustment and amendment
- Assist in generating key reports on Surrey's investment attraction activities to Surrey Senior Management and Council
- Collaborate with entities such as Invest Vancouver to showcase Surrey's investment opportunities within the regional context

QUALIFICATIONS

- Bachelor's Degree in Business, Economics, Planning or related discipline from a recognized post-secondary educational institution
- Registration or eligibility for registration with the applicable Professional Body in British Columbia (i.e. PIBC).
- A minimum of 2 years of progressive, diverse business development or investment attraction experience.
- Valid BC Driver's License

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- Ability to quickly analyze and understand investment patterns & drivers in a diverse range of sectors
- Ability to collaborate with external stakeholders
- Demonstrated success in delivering quality results and agility in meeting deadlines through self-motivated approach.
- Excellent writing and presentation skills (strong public speaking experience an asset).
- Experience building internal and external relationships, handling difficult situations, and demonstrating an ability to work collaboratively in a team environment.
- Knowledge and proficiency with computer applications including but not limited to Microsoft Office Suite.
- Understanding of trade agreements and legislation relative to Canada, and of British Columbia's trade economy.
- Experience working with government, trade agencies, and in politically sensitive environments is considered an asset.
- Economic Development related credentials are considered an asset.
- An equivalent acceptable combination of training and experience may be considered.

MORE INFORMATION

- Number of Job Openings: 1
- Rate: \$87,201 - \$102,589 (2024 rates)

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