

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, the Business Relationship Specialist focuses on local business retention and expansion (BRE) by strengthening relationships with Surrey businesses, identifying opportunities and challenges affecting business growth, and supporting initiatives that enhance the local business environment. This role supports the implementation of the City's 2024 Economic Strategy by fostering business competitiveness, facilitating connections to resources and municipal services, and advancing initiatives that support the sustainable growth and expansion of Surrey's business community.

RESPONSIBILITIES

- Maintain and execute the City's business retention and expansion program, including proactive outreach and relationship management with businesses in key sectors and employment areas to understand their needs, growth plans, opportunities, and challenges.
- Conduct business visits and engagement activities to gather intelligence on local business conditions, identify barriers to competitiveness, and communicate opportunities and challenges related to infrastructure, regulations, workforce, and municipal processes.
- Serve as a concierge and primary point of contact for Surrey businesses by facilitating access to City departments, programs, services, and external resources, and assisting businesses in navigating municipal processes.
- Coordinate meetings, networking opportunities, and stakeholder engagement initiatives that support business growth, expansion, and collaboration within Surrey's business community.
- Monitor and analyze local business trends, sector performance, workforce issues, and emerging opportunities to inform economic development initiatives and business support programs.
- Prepare business profiles, presentations, reports, briefing notes, website content, and regular updates on business retention and expansion activities.

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- Represent the City at local business, industry, and stakeholder events to strengthen relationships and promote engagement with Surrey's business community.
- Generate ideas for business support programs, initiatives, and partnerships, and collaborate with local, regional, provincial, and industry partners to support business growth and strengthen Surrey's economic ecosystem.

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
- 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.

ADDITIONAL INFO

- P1 - \$96,214 - \$113,193
- This position requires completion of a Police Information Check.
- Successful applicants must provide proof of qualifications.

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