

Job Title: Business Advisor

Job Purpose:

As a service of the Enterprise Innovation Institute (EI²), provide business related consulting to clients of the Georgia Minority Business Enterprise Center (GMBEC) or other related services offered by EI². Expertise provided includes strategic planning, finance, procurement and general management and includes referrals to appropriate resources as necessary.

Impact & Influence:

This position will interact on a consistent basis with: assigned clients, other businesses, government agencies and EI² management. This position typically will advise and counsel: client organization management and government agencies.

Key Responsibilities:

Duties may include but are not limited to:

- Assist clients in formulation and management of strategic plans.
- Advise as to sources of financing assistance (debt and equity funding).
- Advise in ways to establish financial and cash management plans.
- Assist clients in setting up and maintaining systems for procurement.
- Develop and present seminars.
- Establish working relationships with resource providers.
- Monitor client progress and offer corrective actions as appropriate.
- Perform other related duties as assigned.

Education, Specialized Knowledge, and Experience:

Degrees required for this job: Master's degree in Business, Finance, Accounting or Engineering or equivalent combination of education and experience

Degrees preferred:

Years of experience required for this job: Five to six years of progressive work experience in a manufacturing or business environment

Years preferred:

Certifications or licenses required for this job:

Certifications or licenses preferred:

Specialized Skills:

Specialized skills required for this job:

This job requires working knowledge of general management principles and processes as it relates to a business enterprise including understanding of the relationships and interdependencies between operating departments, finance, sales and marketing, operations, human resources, and management information systems. Additionally, skills in developing and making presentations, customer service, selling and financial analysis are required as is the use of business and office related computer applications.

Specialized Skills Preferred:

Other Variables: