

Center for Economic Empowerment & Development
Job Description

Job Title: **Business Consultant**
Reports To: **Danice Langdon**

Preferred Education & Experience:
Must speak Spanish fluently.

Associates Degree or two years related experience and/or training or equivalent combination of education and experience. Experience in consulting and/or banking preferred but not required. Proficient in Windows Operating system and Google.

Business Consultant/Loan Analyst Assistant

The Business Consultant serves as a Consultant for Business Entrepreneurs at the Women's Business Center in Fayetteville@CEED.

Scope of Responsibility

This position provides consultation and guidance to business entrepreneurs who are exploring options, start up or in business. The Business Consultant collects statistical data and generates requested business center reports.

Responsibilities include:

- Conducting initial consultation with clients to ascertain feasibility of small business startup including, but not limited to, assisting with information & research.
- Assist in growing our Hispanic outreach
- Business Plan reviews
- Requesting and counseling clients on their credit report.
- Verifying, compiling, and application information for business loans.
- Reviewing business loan application files for completeness to verify that application data is complete and meets the business center standards, including type and amount of loan, borrower assets, liabilities, and length of employment.
- Participating in networking and community involvement activities.
- Collecting and inputting statistical data into the database.
- Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Performing other duties as assigned

How to apply to position:

Send Resume to Danice@nceed.org or in person at 230 Hay St. Fayetteville, NC 28301. If you have any questions, you can call (910) 323-3377.