



Example of Development Advisor Job Description

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Our innovative and growing company is looking to fill the role of development advisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for development advisor

- Maintains pipeline with national prospective financial representative leads through proactive prospecting and inbound calls
- Evaluates basic prospective financial representative information as part of screening process
- Distributes leads to appropriate regional recruiters & collaborates with internal stakeholders to ensure the proper transition of prospective financial representatives
- Captures recruiting activity
- Builds and maintains strong business relationships with key recruiting targets to meet or exceed established goals, quotas or objectives for the retail distribution recruiting team
- Develops and maintains a strong understanding of retail distribution platform to enhance ability to identify and target growth opportunities
- Own specific product development efforts and coordinate pilot implementations
- Build product development road maps for assigned products
- 20% - Develop comprehensive learning programs and solutions through partnership with stakeholders and external vendors
- 20% - Responsible for project management of assigned programs, including vendor management, linking solutions to strategic direction of company, researching best practices and identifying cutting-edge learning opportunities, designing evaluation systems, analyzing feedback and reporting relevant metrics

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- Background in Windows/ Linux Administration
 - Experience with automation/configuration management using either TFS, Octopus, Puppet, Chef or an equivalent
 - Working experience with SQL or Oracle
 - At least six years of experience in human resources with experience working in, or working with, Aboriginal communities to develop workforce strategies and diagnose business and community needs
 - Experience with translating Aboriginal and corporate mutual objectives into programs and practices
 - Knowledge of Aboriginal workforce challenges and opportunities, employment-related organizations/institutions