



**Job Description: Business Facilitator
Enterprise in Chernihiv, Ukraine
The Market Project (TMP)**

The Business Facilitator (BF) will test and launch a new business in Chernihiv. The business will be launched and run in accordance with a business plan created by TMP.

The successful candidate will have an understanding of all aspects of business operations and preferably have some experience managing a growing business. Preferably, the BF will have formal business training as well as experience training others in vocational skills development.

Fluent Ukrainian and English language skills are preferred.

The BF will be required to take high levels of initiative, be strongly self-disciplined and ensure all operations are carried out with integrity, follow through and excellence.

Eventually as part of launching this business, the BF will conduct interviews with applicants for positions within company, and ensure new employees are trained for the respective positions.

Required Qualifications

- Personal and professional values that align with the Mission and Values of The Market Project
- Demonstrated creativity and innovation in business practices
- High level of comfort with uncertainty and change
- Proven ability to innovate and develop systems of business development
- Ability to present written & spoken information clearly
- Demonstrated ability to listen and react proactively
- Demonstrated ability to give and receive feedback
- Skill in email communication and basic computer skills

Desired Experience

- Experience implementing a vision with innovative solutions
- Experience operating an independent business operation
- Experience creating workflow systems
- Start-up business experience and abilities
- Strategic planning experience
- Operating capital and cash budgeting experience
- Experience managing others, including effective time management for self and others
- Proven ability in team building, leading and motivating others to gain cooperation

Outreach and Marketing Responsibilities

- Develop cooperative relationship with identified retail or wholesale customers that will be supplied by the business
- Seek out additional market opportunities for the product and services of the business
- Obtain business license, insurance, and any permits required by Ukrainian law
- Contract for phone, Internet, utilities, security for workshop
- Obtain equipment necessary for workshop and office
- Set up inventory tracking system
- Work with vendors to purchase adequate opening inventory
- Oversee construction or adaptation of workshop site

Financing and Financial Management Responsibilities

- Work with TMP's Business Director to prepare budget, cash-flow projections, and update of business plan (initial materials exist, but will need to be updated periodically)
- Set up banking account for the business and bank accounts for employee salary payments
- Set up accounting services system
- Ensure set up of bookkeeping system
- Monthly and ad-hoc reporting to Executive Director and Business Director

Human Resources Responsibilities

- Determine staffing structure and job descriptions
- Determine pay scale for employees based on local job market
- Establish system for employee benefits programs
- Develop personnel policy manual to guide future personnel decisions
- Oversee hiring of all other personnel of the business
- Develop workshop personnel training plan and schedule
- Participate in TMP training for creating trauma-informed workplace
- Participate in management training
- Develop orientations for all new staff, including training about work ethics, fostering positive work environment, and expectations

Project Management Responsibilities

- Oversee project management to ensure that projects stay within budget, remain profitable, and are finished within the timeline established with customers
- Engage with the business' customer(s) to ensure proper inventory, product creation, and timeliness in delivery of product
- Report regularly to Executive Director on progress

Compensation and Benefits Package

Competitive compensation package and benefits offered commensurate with the size and developmental stage of the business. Specific salary to be determined based on experience.