



Job Posting

Business Relations Coordinator

Located in the North Thompson Valley, **Simpchw Resources Group** is a community-driven organization dedicated to creating sustainable economic opportunities within the Simpcw'ulécw (Simpchw Territory). Guided by respect for the land, environment, and Simpcw culture, we deliver environmental, management, and operational services across a range of industries. We are committed to fostering self-sufficiency, supporting long-term community growth, and balancing economic development with environmental stewardship by being the major contractor and competing for work in both the public and private sectors.

Simpchw Resources Group is seeking an experienced **Business Relations Coordinator** to support the development and maintenance of strategic business partnerships, joint venture relationships, and community economic development initiatives. This position will be **based** out of our **Barriere or Clearwater**, BC office and will be working closely with the Business Relations Manager and internal departments. The successful candidate will assist in fostering strong relationships with stakeholders, identifying new business opportunities, supporting partnership agreements, and coordinating activities that contribute to the growth and success of Simpcw Resources Group. This role requires a collaborative, detail-oriented professional who excels at communication, relationship building, and administrative coordination, and who is passionate about supporting sustainable economic development within Simpcw Territory and beyond.

Our ideal candidate has the **following qualifications**:

- Certificate or Degree in Business Administration or Business Management, or related field, or a combination of related training and experience.
- One to two (1-2) year's experience working in business relations, economic and/or business development, preferably within a First Nations environment.
- High degree of communication with the ability to maintain positive working relationships.
- Proficient in the use of Microsoft Office programs such as Word, Excel, Power Point, and Teams.
- Strong analytical skills with a high level of attention to detail.
- Motivated to learn new concepts and participate in new projects
- Experience working with First Nations people is valued - asset, across the board.
- Knowledge of the Simpcw First Nations community is valued.

In this role you will:

- At the direction of the Business Relations Manager, represent SRG and its business interests in person at Business partnership meetings, both internal and external, when required or in the absence of the Business Relations Manager.
- At the direction of the Business Relations Manager, provide support to band entrepreneurs and joint venture partners in relationship management with internal and external stakeholders.
- Provide support to the Business Relations manager by collaboratively researching and pursuing new joint venture opportunities.
- Proactively build and maintain relationships with project owners, band entrepreneurs, general contractors, joint venture partners and asset/facility owners and users.
- At the direction of the Business Relations Manager provide support in the implementation of a formal structure and process to support new and existing Simpcw First Nation Entrepreneurs.



- Review agreements related to business relations for accuracy and compliance with all internal and external policies and standards.
- Provide support and guidance when requested on the interpretation of joint venture agreements for accounting, operations, and business development.
- Follow up with Joint Venture partner accounts receivable in collaboration with the Finance Department.
- Administrative support including but not limited to capturing meeting minutes inclusive of deliverables actions items and scheduling follow up meetings.
- Upon request create documents that align with company branding and pre-existing structures.
- Other duties as assigned.

What's in it for you?

- **Competitive total compensation:** You'll earn a competitive salary based on your experience and expertise. The expected base salary range for this position is **\$60,000 - \$90,000** per year.
- **Supportive, team-first culture:** Join a positive, collaborative team where your contributions are valued and your voice is heard.
- **Comprehensive benefits:** Extended Health & Dental coverage to support your well-being.
- **Retirement savings support:** Employer-matched Registered Pension Plan (RPP) program to help you plan for the future.
- **Vacation:** This role includes **two (2) weeks of annual vacation** for eligible employees, in accordance with SRLLP policy.
- **Personal Time Off (PTO):** Life happens, and we want to support you both inside and outside of work. Employees in this position participate in our PTO program, allowing them to accrue paid time off for personal appointments, family responsibilities, and other everyday needs.
- **Work-life balance in a great location:** Based in our **Barriere or Clearwater, BC offices**, enjoy the benefits of small-town living with access to outdoor recreation and a strong community.
- **Career growth & development:** We invest in your future with on-the-job learning, formal training opportunities, and reimbursement for relevant tuition and professional memberships.
- **A workplace where you belong:** Be part of a positive, innovative, and inclusive environment where you can grow your career and make an impact.

Build your future with Simpchw Resources Group

If you're looking to grow your career in a **sustainable, future-focused industry**, there's no better place than **Simpchw Resources Group**.

Rooted in Simpchw values, we are committed to responsible land stewardship, economic development, and creating opportunities that benefit future generations. Here, your work has **purpose, impact, and connection to the North Thompson community**. You will be a part of a team that is **collaborative, innovative, and proud of the work we do across Simpchw'ulécw (Simpchw Territory)**.

We're growing—and we want you to grow with us, apply today.

Application Process

The Company is committed to supporting employment opportunities for Simpchw First Nation members. Every effort will be made to notify and encourage applications from qualified Simpchw First Nation members prior to or concurrent with broader recruitment efforts. Applications from Simpchw First Nation members will be strongly considered and evaluated based on the qualifications, skills, experience, and



operational requirements of the position.

Interested applicants are encouraged to apply online via [Careers Opportunities at Simpchw Resources Group » Join Our Team](#).

About Simpchw'ulécw (Simpchw Territory) & the North Thompson Valley

Located along the North Thompson River, **Barriere and the surrounding region offer a lifestyle that's hard to find anywhere else**, where natural beauty, outdoor recreation, and community connection come together.

Here, you can enjoy:

- Direct access to **lakes, rivers, and backcountry wilderness**
- Year-round recreation like **hiking, fishing, snowmobiling, and skiing**
- A **welcoming, close-knit community** with local events, markets, and traditions
- A more relaxed pace of life with **space to breathe and room to grow**

And when you need it, **Kamloops is just 45 minutes away**, offering expanded amenities, healthcare, and entertainment, giving you the **best of both small-town living and city access**.

Curious what life is like here? Watch these short videos to experience Barriere and the North Thompson Valley: [Barriere](#) | [Lower North Thompson Valley](#) | [Wells Gray Provincial Park](#) | [North Thompson Fall Fair & Rodeo](#)

Additional Information

Certain client worksites may require pre-site-access drug and/or alcohol testing as a condition of access to the worksite. Where such testing is required, the Employer may schedule and coordinate the testing process, and you will be required to comply with all applicable site-access requirements before attending the worksite.

Thank you for your interest in Simpchw Resources Group. Only candidates selected for an interview will be contacted. Preference may be given to qualified applicants of Indigenous ancestry, in accordance with applicable employment equity legislation.