بسم الله الرحمن الرحيم

BCC
BUSINESS CENTER CORPORATION

JOB DESCRIPTION

Job Summary:
Provide business advisory support and training sessions targeted at MSME's and conduct inspections of businesses as required by SME Digital and Ministry of Economic Development & Trade. Responsible for collecting data and information of MSMEs in the respective regions to identify areas of strategic importance and assist in the implementation of the business plan and strategic objectives of BCC.
Job Responsibilities: • Provide information advisory and support services to MSMEs in preparing, business proposals,financial statements, budgets, and forecasts under the guidance of BCC head office. • Attend to inspection requests and conduct inspections according to information provided by SME Digital and MoEDT • Implement the Monitoring and Evaluation aspect of businesses in the region with closer monitoring and evaluation of the BC recipients and MSME/ SME Digital Loan clients in the region. • Obtain and maintain information from all financial institutions regarding loan clients across the coverage region • Conduct economic profiling to identify the current business activities in the area and challenges facing MSMEs • Based on the economic profiling survey identify the gaps in supply chain and recommend potential businesses for the region. • Ensure records and documentation on consultations and business visits, inspections are archived in a systematic manner. • Ensure client records are archived and maintained in a systematic manner. • Identifying market linkage opportunities and innovative areas of new product development for the MSMEs • Liaise with other training providers to obtain their services to support BC training needs as and when required.

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- Assist in organizing and conducting trainings, information sessions and awareness programs suited to meet the needs of MSMEs.
- Ensure the contractors providing services to BC are made aware of their renewals and follow up to renew the contracts in a timely manner.
- Updates job knowledge by keeping with financial and taxation regulations.
- Maintain an asset register and monitor stock and inventory of the BC in close collaboration with head office
- Prepare the goods and services request form of the BC and payment vouchers as required under the guidance of the procurement section of BCC
- Manage relationships with vendors, service providers and other contractors, ensuring all payments are settled on time.
- Conduct calibration of equipment that are brought to the Metrology Cell established in the a. BC as per the standard operative procedures, and affix seal of calibration on this equipment.
- Collect payment for the Calibration services and prepare necessary reports including financial a report to be sent to the Ministry.

<u>Additional Responsibilities:</u>

Perform other work-related duties assigned by the Business Center Corporation.