

Export Development Executive
Pay Band 4
(\$59,046 to \$82,576 per annum)
Open Competition
18-Month Secondment or Contract
Fredericton or Saint John

Integrity • Professionalism • Excellence

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

ONB has been recognized as one of Canada's Most Admired Corporate Cultures in 2025, named one of Atlantic Canada's Top Employers for nine consecutive years (2017–2025), and received Atlantic Business Magazine's Employers of Diversity award (2022). We are seeking an Export Development Executive to join our Export Development team. If you are passionate about growing New Brunswick's economy, giving back to the community, and making a meaningful impact, we encourage you to apply.

Love where you work. Love what you do. Come work for us.

Who are you?

- You have 4 +years of private sector experience in business, including sales prospecting, market and business development, and/or customer relationship management
- You have a post-secondary degree, preferably in Business Administration or Commerce **An equivalent combination of education, training, and experience may be considered**
- You have a business or export development background and are passionate about growing the province's economy
- You understand international business practices and standards, most notably in the field of exporting
- You excel at consultative, engagement, and relationship management, leaving a positive impression on clients and partners
- You have proven project management skills including, event planning, budgeting, establishing objectives, implementing and measuring outcomes and reporting results
- You thrive on effectively contributing fresh and innovative ideas
- You are a self-starter who values autonomy and follows through on tasks

- You place high value on teamwork, you are adept at leading but equally comfortable being part of any team
- You value recognition, giving back to the community and comradery with your colleagues
- It would be considered an asset if you:
 - are working towards your Professional International Business Certification CITP® | FIBP designation or other similar international business certification
 - have exceptional knowledge of New Brunswick's business community and have an eye for identifying opportunities for New Brunswick companies in international markets
 - are fluent in a language other than English or French

As an Export Development Executive at ONB, you will:

- Report to the Manager of Export Development and play a key role in helping New Brunswick companies build their export capacity and develop new markets for their products and services
- Act as the key point person on intra-provincial and pan-Canadian trade; responsible for seeking out Canadian based trade activities and events as well as executing events as needed
- Remain abreast of sector trends globally, regulations, customs/tariffs and non-tariff barriers and of sector capabilities within NB
- Act as an export advisor for early-stage New Brunswick exporters, assisting with market entry strategies and market development initiatives
- Connect companies with business prospects through trade missions, trade shows, lead generation programs, and tailored business development activities
- Build and maintain working relationships with Global Affairs Trade Commissioners, ONB partners, and international market contacts
- Provide input on export readiness training programs and contribute to the development of market development strategies
- Represent ONB on sectoral Federal/Provincial/Regional trade committees and working groups
- Support internal reporting by preparing project updates and using a CRM tool for transparency and collaboration

Language:

Written and spoken competence in English is required. ***Please state your language capability.***

Location and hours:

This position is located in **Fredericton or Saint John (New Brunswick)**. The successful candidate is required to travel both domestically and internationally and work beyond normal business hours (8:15 a.m. - 4:30 p.m.).

What can ONB offer you?

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, and the Public Service Shared Risk Pension Plan
- Career growth, development and continuous learning opportunities
- Opportunity to be involved in ONB events that give back to our community
- If approved, and after three months of onboarding, hybrid work arrangements are possible
- Positive and inclusive work culture

How to apply?

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position
- Resumes should be in chronological order specifying the beginning and end dates in month and

year format for all completed education and employment including part-time and full-time employment

- ***Please ensure that preferred language for assessment is identified on your resume***

Apply by email to humanresources@onbcanada.ca, or by mail to the address below by **August 12, 2026**, indicating competition number: **ONB-26-13**.

Place 2000
ONB People & Culture
4th floor, 250 King Street
Fredericton, NB E3B 9M9

We thank all those who apply however only those selected for further consideration will be contacted.
This competition may be used to fill future vacancies at the same level.