

# **EVERYBODY'S JOB DESCRIPTION**

For all job applicants and employees of

Northwest Business Development Association

please read before applying

## **WHO WE ARE – Our Mission:**

The Mission of the Northwest Business Development Association is to promote small business success, job growth and community economic strength by serving as the Northwest's premier resource connecting borrowers and lenders with Government enhanced capital asset financing.

**Our employees deserve the best co-workers possible.  
WE ONLY HIRE PEOPLE WHO . .**

## **SUPPORT OUR EQUAL EMPLOYMENT OPPORTUNITY POLICY**

We believe each person is unique and should be judged only by individual ability and merit of achievement. We will not hire or retain anyone who practices or permits prejudice, harassment or discrimination against people because of their race or color, national origin, age, sex, religion, disability, marital status, or veteran service status.

## **SUPPORT OUR DRUG-FREE POLICY AND NO-SMOKING POLICY**

Our company is drug-free.  
Smoking or use of other tobacco products by employees is not permitted anywhere in the building.

## **COMMIT TO QUALITY WORK AND CUSTOMER SERVICE**

By valuing customers and cooperating productively with other employees.  
By checking your work carefully, eagerly seeking ways to improve our work, both in quality and quantity.

## **SHOW BELIEF IN TEAMWORK**

By arriving on time, accepting tasks for the good of the team.  
By cooperating with leaders, supporting and helping others in their work. By  
**THINKING POSITIVE, GIVING POSITIVE SUGGESTIONS.**  
By treating others the way you'd like to be treated.  
By solving problems by focusing on the mission and the customer.

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**Signature**