



## *Job Description*

<b>Job Title:</b>	<b>INVESTMENT OFFICER</b>
<b>Reports to:</b>	<b>MANAGER, INVESTMENTS</b>
<b>Division:</b>	<b>INVESTMENTS</b>
<b>Department:</b>	<b>Investor Sourcing &amp; Facilitation</b>

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### *Job Summary*

This position primarily focuses on the sourcing and account management of foreign direct investors for Trinidad and Tobago. The role will be responsible for research, targeting and outreach to potential investors in industries/sectors identified by the Government of the Republic of Trinidad and Tobago as in need of development or growth. The role will also be responsible for meeting high standards of excellence in responding to investors requests for information. The incumbent will build a network of potential investors and companies or individuals capable of providing referrals for the purpose of soliciting, negotiating and closing new investments in Trinidad & Tobago. The incumbent will also be required to support the identification of new investment opportunities for Trinidad & Tobago, the marketing efforts to build awareness of these opportunities as well as reporting on investor feedback and perceived process improvements so that the company may advocate policy and incentives to improve Trinidad & Tobago's value proposition in all sectors.

### *Job Responsibilities*

1. Research, target and conduct investor outreach efforts in order to attract new investors that builds a pipeline of investors and investment projects.
2. Solicit investment letters that indicate a firm's intent from the investor to make capital and labour expenditures in Trinidad and Tobago
3. Respond to incoming investor requests for information and referrals according to pre-determined protocols and standards.
4. Solicit and negotiate with potential investors toward the completion of a successful site visit to Trinidad & Tobago.
5. Directly manage a robust pipeline of potential Investments that would have originated either through outbound or inbound sourcing.
6. Contribute toward the achievement of the annual Key Performance Indicators assigned to the department and by extension the Division/Company
7. Collaborate with other departments within InvesTT as well as external Stakeholders to identify new investment opportunities.
8. Support marketing efforts to build awareness of new and existing investment opportunities through international event identification, active social media engagement, assistance in providing compelling data and pitches via the website, participating in webinars, collaborating on designing programmatic advertising and other innovative ways to drive new incoming investor inquiries.

9. Support in the advocacy of policies with the Government of Trinidad & Tobago that are meant to aid in the improvement of Trinidad & Tobago's value proposition in respective sectors.
10. Assist in the evaluation of investment opportunities to ensure that they meet InvesTT investment criteria as well as contribute positively to the sustainable economic development of Trinidad & Tobago.
11. Assist in the preparation of reports as necessary for upper management, Board and Ministry
12. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
13. Perform any other duties as required by the job function.

***Education and Job Experience***

1. Bachelor of Science degree in Business Management or related discipline.
2. At least three (3) years working experience.
3. Private sector experience is required
4. Experience in the start-up or expansion process of companies would be an asset.

***Knowledge, Skills and Abilities***

1. Demonstrate Flexibility and Responsiveness
2. Ability to manage complex multi-year projects
3. Self-motivated/Requiring little supervision
4. Sales, Negotiation and Interpersonal Skills
5. Excellent written, verbal communication and presentation skills
6. Strong Analytical Skills
7. Ability to speak a foreign language will be an asset

Reporting Line Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_