

## *Job Description*

**Job Title:** INVESTMENT FACILITATION OFFICER - AFTERCARE  
**Reports to:** VICE PRESIDENT INVESTOR SERVICES  
**Division:** INVESTOR SERVICES  
**Department:**

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### *Job Summary*

*This position is primarily concerned with developing relationships with current Multi-National Corporations (MNC's) operating in T&T and local investors, with the intent to provide Aftercare and Facilitation services and encourage expansion and referrals for additional investment. The ideal candidate should have a proven track record in sales, be able to articulate the benefits of investing in Trinidad and Tobago and competently share investment projects with investors. The position involves constant communication with stakeholders and clients, and requires high levels of initiative, creative thinking and customer service.*

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### *Key Responsibilities & Duties*

- 1) Meet with and develop relationships with local Multinationals and domestic businesses to meet a sales target towards fulfilling InvesTT's mandate as directed by the VP Investor Services.
- 2) Proactive Aftercare Servicing – maintain relationships with established companies and fulfill ongoing requirements to retain companies and encourage expansion.
- 3) Utilize high levels of initiative, creative problem solving and consistent follow through in leveraging a network of government, regulatory and service provider experts to create clear information, procedures, and solutions for investor companies.
- 4) Monitor company and industry developments and communicate the opportunities and threats to management, experts, stakeholders and policy makers.
- 5) Support role in providing investment project assistance for new establishments, and aftercare support for operational issues or expansion projects.
- 6) Document investment and aftercare case studies as well as industry developments and communicate with management, experts, stakeholders and policy makers.
- 7) Submission of monthly Investment Profiles, Investor Issue Reports and Policy Recommendations for actioning by the Ministry of Trade's Investment Directorate and the Inter Ministerial Committee on Investment Approvals and Facilitation.
- 8) Submission of Quarterly Investment Monitoring Report.
- 9) Visibly support and champion the Company's and Division's goals and objectives
- 10) Comply fully with the Company's policies and procedures, and adhere to the Company's Core Values and Charter of Business Ethics by daily demonstration of associated behavior.
- 11) Perform any other duties as required by the job function.

***Education and Job Experience***

1. Bachelor of Science degree in Business, Communications, International Affairs or related discipline.
2. 3-5 years working experience in a professional office, preferably in a sales environment
3. Proven track record in Account Management & Relationship Management
4. Education or experience outside of T&T would be an asset

***Knowledge, Skills and Abilities***

1. Ability to work in and adapt to different areas within the company
2. Ability to maintain a flexible work schedule and to work well under pressure
3. Sales, Marketing, Negotiation and Interpersonal Skills
4. Excellent written, verbal communication and presentation skills
5. Flexibility
6. Commitment to working as a team
7. Problem solving and Time Management Capabilities

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

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

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

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