



**JAMPRO**  
TRADE & INVESTMENT JAMAICA

## **CAREER OPPORTUNITY**

### **Sales & Promotions Officer – Agri-Business**

#### **Job Scope**

- To support the promotion of Jamaica as a business destination, as well as a source for goods and services
- To identify, engage and convert investment, linkages and export leads in keeping with agreed targets
- To support investment and export clients in the establishment of their respective operations

#### **Key Responsibilities**

The incumbent is expected to perform duties as necessary to effectively carry out their role. These include but are not limited to the following:

- Support the development and implementation of innovative sector promotional strategies to drive investment, linkages and export leads amongst targeted investors or buyers
- Assist exporters or project owners in identifying appropriate markets or partners
- Plan itineraries and arrange meetings for inward and outward missions with investors and buyers
- Participate in the preparation of policy documents, cabinet submissions, project packaging and other cross-departmental projects relevant to the assigned sector
- Keep abreast of developments in local and foreign markets to guide the development of new initiatives
- Participate in the planning and execution of workshops, events, match-making events, and trade shows relevant to the focus sector.
- Manage a portfolio of projects and/or clients in assigned sector(s) as required
- Establish support networks and manage relationships with industry contacts and other key stakeholders locally and overseas
- Develop client/buyer itineraries and make logistical arrangements as required
- Provide research support in focus sector, or for clients, as required.
- Draft technical documents, briefs, presentations, and similar documents
- Ensure appropriate lead progression details and client records are updated in the Knowledge Management system
- Provide weekly, monthly, quarterly, annual, and ad-hoc reports for areas of responsibility

#### **Qualifications, Experience and Key Competencies**

- First degree in Business, Marketing, Management, or related discipline
- A minimum of two (2) year experience in working with Medium Sized Enterprises including companies involved in exporting
- Knowledge and experience in Project management
- Research, technical assistance and report writing skills and experience
- Ability to multi-task and work on own initiative
- Fluency in Spanish or other major second language would be an asset
- Strong engagement and negotiation skills
- Excellent customer service/client relations skills
- Sound and logical approach to problem solving, critical thinking and task analysis
- Sound knowledge and understanding of enterprise diagnostic tools

**Qualified applicants are invited to submit letter and résumé by  
December 11, 2022 addressed to:**

**Manager, Human Resources**

**JAMPRO Email: [vacancies@jamprocorp.com](mailto:vacancies@jamprocorp.com)**

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