



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

Position

Officer, Non-Food & Extractive Exports

Job Scope

- To support the promotion of Jamaica as a business destination and a source for goods and services for export to drive economic development and growth within assigned sectors.
- To identify, engage and convert export leads in keeping with agreed targets.
- To design and implement firm and sector level programmes geared at driving increased exports.
- To facilitate export clients throughout the respective processes to implementation

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:

- Assist with the administrative management for the department including but not limited to the corporate planning process, adherence to internal processes, procurement or goods and services etc.
- Support the development and implementation of innovative sector promotional strategies to drive export leads amongst targeted buyers
- Assist exporters or project owners in identifying appropriate markets or partners
- Develop and execute client/buyer itineraries and make logistical arrangements for inward and outward missions for meeting and site visits etc. as required.
- Participate in the preparation of policy documents, cabinet submissions, project packaging and other cross-departmental projects relevant to the assigned sector.
- Assist in the planning and execution of workshops, 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
- Prepare marketing collateral material for export opportunities in the assigned sector
- Prepare presentations for public speaking engagements as required
- Provide research support in focus sector, or for clients, as required
- Develop technical documents, briefs, and presentations as required
- Prepare weekly, monthly, quarterly, annual, and ad-hoc reports for areas of responsibility
- Represent JAMPRO at local and international client or stakeholder meetings and other fora
- Perform other related functions as assigned by Manager



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Qualifications, Experience and Key Competencies

- Degree in Marketing, Business, Economics, or related discipline.
- At least two (2) year's work experience in sales, business development, marketing, customer service or related field.
- Project management training and experience (would be an asset).
- Comprehensive knowledge of JAMPRO's services
- Good knowledge of services offered by business partners.
- Good knowledge of client businesses
- Knowledge of key socio-economic indicators for Jamaica
- Broad understanding of trade, trade processes and international trade agreements
- Fair understanding of the Jamaican economy
- Awareness of donor sources and how they operate.

**Qualified applicants are invited to submit letter and résumé by December 8, 2024
addressed to:**

Manager, Human Resources

JAMPRO Email: vacancies@jamprocorp.com