



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

Position

Officer, Agribusiness Exports

Job Scope

- To support the promotion of Jamaica as a source for goods and services
- To identify, engage and convert export leads in keeping with agreed targets
- To facilitate export-ready companies in identifying and accessing market opportunities
- To maintain day-to-day administrative support to ensure accurate and timely reporting

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 export leads amongst targeted buyers
- Assist exporters in identifying appropriate markets or partners
- Plan itineraries and arrange meetings for inward and outward missions with buyers
- Participate in the preparation of policy documents, cabinet submissions, and other cross-departmental projects relevant to the assigned sector focus
- Keep abreast of developments in local and foreign markets to guide the development of new initiatives
- Participate in the planning and execution of export focused, workshops, business match-making events and trade shows relevant to the focus sector
- Manage a portfolio of clients in assigned sector 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 Client Relationship Management (CRM) and other Knowledge Management (KM) system
- Provide weekly, monthly, quarterly, annually, and ad-hoc reports for areas of responsibility
- Update strategic client and stakeholder databases within assigned portfolio
- Represent JAMPRO at local and international client or stakeholder meetings and other fora
- Perform other related functions as assigned by Manager

Qualifications, Experience and Key Competencies

- First degree in Business, Marketing, Management, or related discipline
- A minimum of two (2) years of experience in working with Medium Sized Enterprises including companies involved in exporting
- Project management training and experience



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- Knowledge and experience in providing technical assistance for clients
- Report writing skills and experience
- Ability to develop and maintain excellent rapport with team members and clients and inspire confidence and trust
- Adept at conducting targeted, independent research to guide strategic decision-making and client support initiatives
- Ability to critically assess information, recommend practical solutions and act decisively in keeping with the organizations standards
- Ability to anticipate needs, demonstrate initiative and follow-through on responsibilities
- Fluency in Spanish or other major second language would be an asset
- Strong engagement, networking and negotiation skills
- Excellent customer service/client relations skills
- Excellent oral and written communication skills
- Good time management skills
- Sound knowledge and understanding of enterprise diagnostic tools
- Proficient in Microsoft Office Suite and other relevant computer applications.

Qualified applicants are invited to submit letter and résumé by August 3, 2025, addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@dobusinessjamaica.com