

Join InvestHK's Investment Promotion Team in Toronto

InvestHK is looking for dynamic, passionate and enthusiastic applicants to join the investment promotion team in Toronto within the Hong Kong Economic and Trade Office (HKETO).

Assistant Manager, Investment Promotion (Salary starting at CAD 5,234 per month)

InvestHK is the department of the Hong Kong Special Administrative Region (HKSAR) Government tasked to attract and retain foreign direct investments in Hong Kong. For more information, please visit www.investhk.gov.hk.

Hong Kong is one of the world's most dynamic, vibrant and international cities. As a leading international financial centre, Hong Kong is a premier business hub for companies expanding business in Asia and tapping into fast-growing opportunities in the Guangdong-Hong Kong-Macau Greater Bay Area, ASEAN and under the Belt and Road initiative.

You will be required to provide assistance in investment promotion activities and logistical and executive support in daily office administration. You have to be energetic and an excellent team player, ready to contribute to InvestHK's goals.

Main Job Duties

- (i) To conduct research to identify lists of target companies and to collect market intelligence and information on the sectors of interest;
- (ii) To assist in organising marketing and investment promotion activities;
- (iii) To handle enquiries in a timely manner from potential investors;
- (iv) To update and maintain the client database and compile statistics for various investment promotion reports;
- (v) To create social media posts and promote InvestHK events via digital platforms;
- (vi) To maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including CRM, emails, and file record; and
- (vii) To provide administrative support to the Investment Promotion Unit.

Requirements

- (i) A Bachelor's degree, or equivalent, preferably in Business Administration, Finance, Economics, or International Marketing;
- (ii) At least 2 years' full-time work experience in (a) corporate account relationship management; (b) marketing and event management; or (c) investment or trade promotion; knowledge of and experience in investment promotion or economic development is an advantage;
- (iii) Experience of living and/or doing business in Hong Kong would be an asset;
- (iv) Fluent in written and spoken English; proficiency in French and Chinese would be an advantage
- (v) Good command of computer skills and knowledge in Word, Excel, PowerPoint are essential; and
- (vi) Eligible to take up employment in Canada without arrangement of work visa by the employer.

Terms of Appointment

An initial one-year contract on non-civil service contract term with the possibility of extension for a longer-term contract.

How to Apply

Interested applicants are invited to send a covering letter with full curriculum vitae in English, and copies of academic qualification certificates/transcripts and available references from previous employment to:

By post: 174 St. George Street, Toronto, ON M5R 2M7

By email: hketo@hketotoronto.gov.hk

Application closing date: May 27, 2022 (Toronto time)

Late applications or applications submitted by means other than by post or email will not be accepted. Candidates who are selected for interview will normally receive an invitation in about 1 to 4 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made. Any enquiries concerning the above position should be directed to the Office Manager of HKETO at +1 416-924-5544 or info@hketotoronto.gov.hk.

General Notes

This is not a post on the civil service establishment. The candidate appointed is not on Hong Kong SAR civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the Civil Service of the Hong Kong SAR Government.