

## **Deputy Head of Business and Talent Attraction / Investment Promotion (Toronto)**

**Salary:** starting at CAD 9,034 per month (depending on the relevant experience possessed)

### **Job summary**

Reporting to the Head of Business and Talent Attraction / Investment Promotion, the Deputy Head, Investment Promotion will be responsible for identifying, attracting and supporting companies to set up or expand in Hong Kong by engaging in strategic planning and execution of investment promotion activities, visits to top level executives of leading companies and providing assistance to potential investors in Canada.

### **Responsibilities**

1. Support the Head of Business and Talent Attraction / Investment Promotion in driving the promotion work for inward investment and talent attraction to Hong Kong in Canada.
2. Assist in implementing the annual geographic business plan for promoting inward investment to Hong Kong
3. Devise the list of target companies, in particular in priority sectors as identified by InvestHK Head Office and those that can create valued employment in Hong Kong
4. Proactively reach out to target companies via conducting marketing activities and promotional campaigns, as well as individual company visits, and to provide timely advice and practical assistance to potential investors
5. Develop links and networks with ecosystem partners and identify opportunities that can help raise the profile of Hong Kong
6. Organise and support investment promotion visits by sector teams and directorate from InvestHK Head Office
7. Provide facilitation to InvestHK's clients to expand to and connect the clients to the relevant stakeholders in Canada
8. Collect market intelligence and information on the sectors of interest
9. Maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including Client Relationship Management system, emails and file records
10. Support the Dedicated Team for Attracting Businesses and Talents / Investment Promotion Unit in the Hong Kong Economic and Trade Office in Toronto (HKETO) and the HKETO's initiatives on talent attraction and other activities as and when required

## **Entry Requirements**

1. A Bachelor's degree or equivalent, preferably in business administration, economics and finance, international relations, or international marketing & communications. A higher degree would be an advantage
2. A minimum of 5 years of full-time work experience in international sales and/or business development, preferably in innovation & technology; life & health sciences; sustainability; fintech; financial services; or family offices
3. Knowledge and good understanding of foreign trade & investment promotion; ecosystem partnership or venture investment would be an advantage
4. Excellent presentation and communication skills in English. Proficiency in French and/or Putonghua would be an advantage
5. Broad knowledge of the business environment of Canada and relevant working experience in Canada is important. Experience of living and/or doing business in Hong Kong would be an asset
6. Willing to travel within the area under HKETO's purview and to Hong Kong
7. Candidate must be eligible to take up employment in Canada without arrangement of a 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.

## **Application**

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

Via recruitment websites: Indeed.ca and LinkedIn

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

By email: [info@hketotoronto.gov.hk](mailto:info@hketotoronto.gov.hk)

**Application closing date: May 29, 2026 (Toronto time)**

Late applications or applications submitted by means other than those set out above will not be accepted. Only shortlisted candidates will be notified.

## **General Notes**

- This is not a post on the HKSARG civil service establishment. The candidate appointed is not on HKSARG civil service terms of appointment and conditions of service and will not be eligible for posting, promotion or transfer to any posts in the HKSARG.
- The 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.

- Personal data provided by job applicants will be used strictly in accordance with the HKSARG's personal data policies of which are available at [https://www.pcpd.org.hk/english/data\\_privacy\\_law/ordinance\\_at\\_a\\_Glance/ordinance.html](https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html)

### **Further information**

Please visit [www.hketotoronto.gov.hk](http://www.hketotoronto.gov.hk) and [www.investhk.gov.hk](http://www.investhk.gov.hk) for more information. Any enquiries concerning the application for this position should be directed to the Office Manager of HKETO at + 1 416-924-5544 or [info@hketotoronto.gov.hk](mailto:info@hketotoronto.gov.hk).