



JOB VACANCY- BUSINESS DEVELOPMENT OFFICER

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of ***Business Development Officer***.

The Business Development Officer (BDO) is responsible for identifying, developing, and supporting revenue-generating opportunities across all E-IDCOT's verticals. The BDO works closely with internal stakeholders, external partners, and the Manager, Business Development to generate leads, develop proposals, close deals, and maintain a robust sales pipeline that aligns with the company's strategic growth targets.

Duties and Responsibilities

Lead Generation and Sales Pipeline Management

1. Sources and qualifies B2B leads for each vertical through outbound outreach, networking, and referrals.
2. Maintains and updates the sales pipeline using CRM tools, tracking progress through all stages.
3. Coordinates discovery meetings and follow-up engagements with prospects and internal teams.
4. Reviews, on an ongoing basis, the value proposition for the Company's main assets, such as the CEIBP, e-PIXL and Manta Lodge and Dive Centre, in relation to the target investment sectors and propose strategies to address identified weaknesses.
5. Develops and leads the implementation of strategic targeting plans aimed at attracting, securing and closing business investments with targeted investors.
6. Supports the implementation of operational systems, procedures and policies which support the identification, targeting and securing of investments and the facilitation of local and foreign investors.
7. Encourages and motivates prospective investors to partner with E-IDCOT through submission of an application for tenancy at the CEIBP.
8. Guides prospective investors through the application process, providing support when required.
9. Manages the application process, including site visits and responding to Requests for Information from potential investors.

10. Chairs the Tenancy Evaluation Committee, reviewing submissions by prospective tenants, ensuring that they satisfy E-IDCOT's requirements for tenancy at the CEIBP.

Proposal Development and Closing

11. Drafts business proposals, pricing models, presentations, and pitch materials tailored to each unit.
12. Supports the negotiation and contracting process with legal and financial oversight.
13. Collaborate with the Manager, Business Development on high-value opportunities, public-private partnerships, and grant submissions.

Stakeholder Engagement and Team Collaboration

14. Works with Business Development Representatives of E-IDCOT's various business verticals to align efforts.
15. Provides guidance, briefs, and tools to help each direct report meet their KPIs.
16. Support relationship building with tourism stakeholders, investors, studios, and government agencies.
17. Supervises, coaches and mentors the Tenant Relations Officer and Business Development Representatives, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
18. Establishes and maintains stakeholder relationships through effective communication, negotiation and issues management to ensure Company deliverables are met.
19. Creates awareness and a proactive network among government and regulatory agencies involved in supporting and approving investments and facilitation.

Reporting and Forecasting

20. Provides regular updates on pipeline value, conversion rates, and market opportunities.
21. Assists in the preparation of business cases and feasibility reports as needed.
22. Prepares written oral, and graphic reports, photographic and other media presentations as requested by the Manager, Business Development.

General

23. Provides day-to-day support to Senior Management on investor sourcing strategies and related matters.
24. Provides effective support and oversees direct reports consistent with the Company's Performance Management System and HR policies.
25. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.

26. Performs any other duties as required by the job function.

Education and Job Experience

1. Bachelor's Degree in Business, Economics, International Marketing, or a related discipline; and
2. At least 7 years' related experience in a similar environment, with a minimum of 3 years in a managerial position.
3. Masters' in Business Administration or other post-graduate qualifications in Business Management will be considered an asset.

Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills and Abilities

1. Knowledge of trade and investment with emphasis on Investment Sourcing and Facilitation.
2. Knowledge of statutory approvals required for investors and investments.
3. Knowledge of relationship management for corporate entities.
4. Access to and ability to network among government / state agencies, local and foreign businesses.
5. Ability to close investment transactions.
6. Ability to maintain a flexible work schedule and to work well under pressure.
7. Good negotiation and deal-making skills.
8. Must have excellent interpersonal, networking and conflict resolution skills.

Instructions for Applicants

Applications ***must*** be submitted via email to careers@e-idcot.co.tt and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject ***must*** state the position being applied for and copies of all educational certificates ***must*** be attached.

Applications are to be ***emailed*** no later than **4.00 p.m. on Monday 1st December 2025**. Late or incomplete applications will not be considered.

We thank all applicants for their interest; however, only shortlisted candidates would be contacted.