



Grenada Chamber of Industry & Commerce

CAREER OPPORTUNITY

The Grenada Chamber of Industry and Commerce is seeking a suitable candidate for the position of:

Business Development & Research Officer

This person will be responsible for supporting the organization's work across a range of areas, including research, policy advice, revenue generation, engagement and capacity building. They would be required to collect, collate and analyze socio-economic data and trade statistics and develop the necessary policy papers to meet the changing needs of the members and stakeholders of the Chamber.

Critical Requirements:

- At least a BSc degree in Economics, International Relations, Business Administration or related discipline.
- Experience in a similar field will be an asset.
- A valid driver's license.

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills including report writing - particularly concise, logical, and flexibility to vary presentation style to suit a range of audiences.
- Ability to function effectively both independently and collaboratively within a team environment.
- Ability to deliver high quality work and prioritize conflicting demands under deadlines.
- Experience of using the web to inform and involve with a wider audience.
- Excellent analytical skills with an aptitude for understanding complex subjects and appreciate their interconnections.
- The skill to relate to a wide range of people, and the confidence to make timely and relevant contributions whether in a large meeting environment.
- Demonstrated experience in working on multiple priorities consecutively and sequentially and meeting quality standards for accuracy, attention to detail, and timeliness.
- Ability to take initiative to identify and propose new tasks and procedures to enhance project management.
- Ability to travel to out-of-office sites as required.

Salary is negotiable.

Pease submit application and CV with two references to:

The Executive Director, GCIC, P.O. Box 129, St. George's

Or send by email to: ed@grenadachamber.org

cc: gcic@grenadachamber.org

The closing date for applications is 30th. September 2016.

The Grenada Chamber of Industry and Commerce thanks all applicants for their interest but advises that only shortlisted candidates will be contacted.

Frequente Industrial Park. Building No. 11. P.O. Box 129, St. George's, Grenada, W.I.

• *Tel: (473) 440-2937 / 4485. Fax: (473) 440-6627*

• *Email: GCIC@grenadachamber.org • Website: www.grenadachamber.org*