



EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED

JOB DESCRIPTION

Job Title: BUSINESS DEVELOPMENT OFFICER

Level: Professional

Reports to: Managing Director

Job Summary:

The primary responsibilities of the Business Development Officer will be to, in conjunction with the Managing Director, develop and implement marketing and business plans for the achievement of the revenue goals for the ECSE Group.

Responsibilities:

The basic responsibilities of this position include:

1. Assisting the Managing Director in the planning and implementation of the Marketing, Education and Awareness Programme designed to achieve Group's budgetary projections and optimise Group revenues;
2. Developing comprehensive knowledge of the Group, the industry and markets in which it operates, through desk and market research in order to identify new business opportunities, and developing innovative strategies to retain existing and attract new business
3. Nurturing and maintaining positive relationships with industry partners and media houses, and coordinating arrangements with marketing and/public relations service providers;
4. Preparing business proposals and presentations to promote the benefits of the Group's products and services to existing, new and potential clients, and following up to close business deals;
5. Preparing periodic and ad hoc reports, including reports for management, Board of Directors and Shareholders
6. Performing such other duties as assigned by the Managing Director.

Requirements:

Qualifications

1. A Bachelors Degree in Economics, Commerce, Finance, Business Administration, Marketing or another Social Science discipline, with a good academic record; A Masters Degree would be a definite asset.
2. A minimum of 3 years related experience, preferable within a financial institution:
3. A sound knowledge of, or experience in, marketing;
4. Knowledge of research (quantitative and qualitative) methods;
5. Experience in, or a good understanding of, the securities industry;
6. Computer literacy

Skills

1. Well-developed writing and oral communication skills
2. Strong analytical, organisational and prioritisation skills;
3. Ability to critically analyse data and develop clear findings;
4. Sound judgement and good decision-making abilities;
5. Strong project management skills;
6. Self-motivated, with ability to work on own initiative while being a good team player;
7. Exhibition of a high level of maturity;
8. Excellent interpersonal and networking skills.

Interested persons should submit a completed “ECSE Application for Employment” form, available on the ECSE’s website (www.ecseonline.com), together with their curriculum vitae, **two (2)** original references, **certified** copies of certificates and official university transcript(s), to:

**The Managing Director
Eastern Caribbean Securities Exchange
P O Box 94
Basseterre
St Kitts**

to reach no later than **15 October 2018**.