



Tourism Trinidad Limited is presently accepting applications for the position of:

## **Investment Incentive Associate**

The Investment Incentive Associate will provide operational support to business needs within the department by:

1. Engaging stakeholders
2. Preparing documents and briefs
3. Conducting research and analyzing data
4. Attending meetings and supporting senior officers
5. Reviewing applications and other submissions
6. Providing administrative and project management support

### **Specifications:**

The Investment Incentive Associate should possess the following:

Required Education, Experience and Competencies:

- Minimum — First Degree in Business, Marketing, Finance or Economics or other relevant discipline.
- At least 1 year of experience in a business environment at a professional level.
- Experience in project management, business development, public policy.

Skills, Knowledge and Abilities:

- Business development, marketing, e-commerce, and project management.
- Building meaningful relationships at all levels.
- Interpersonal and communication skills necessary to be an effective representative and key liaison.
- Problem-solving, analytical, and business judgment skills.

**If you meet the above requirements and wish to be considered,  
kindly email your cover letter and resume to [recruitment@visittrinidad.co.tt](mailto:recruitment@visittrinidad.co.tt)**

**Cover Letter must be addressed to:**

**Manager, Corporate Services**

Tourism Trinidad Limited

Level 18, Tower D

International Waterfront Centre

1A Wrightson Road

Port of Spain.

**Kindly note that only shortlisted applicants will be contacted.**

**Deadline for submission of applications is January 8, 2025**

