



Job Description:

Job Title:	Research Officer
Reports to:	Manager Research & Opportunity
Department:	Research & Opportunity
Job Supervised:	Nil
Stakeholder Relationships:	Export Promotions, Capacity Building, Training & Communications, Enabling Environment, Export Support Network & Other External Stakeholders

Core Purpose

The Research Officer is responsible for gathering and analysing data to assist Trinidad & Tobago's exporters in identifying export opportunities and understanding challenges in targeted markets. The Research Officer is also responsible for the dissemination of the information gathered through reports and seminars.

The Research Officer is expected to work closely with the Export Promotions, Capacity Building and Training & Communications Units to support their activities and ensure that programmes and services are based on sound research.

Main Responsibilities

- Facilitate external export enquiries by providing research data and reports.

- Gather, Analyse and Disseminate relevant research information to internal and external stakeholders through seminars, reports, blogs and articles
- Design and conduct internal and external surveys.
- Communicate regularly with exporters to determine their key objectives and the information required to achieve them.
- Represent exporTT in workshops, training and seminars related to market research where necessary.
- Support company-wide trade and export related events and activities.
- Any other responsibilities and duties relating to this role.

Qualifications, Skills & Other Requirements

- Bachelor's Degree in Economics, Statistics or any of the Social Sciences.
- Postgraduate qualification Economics or Statistics is an asset
- Minimum 3 years' experience in market research, social research conducted in academic, government or private agencies.
- Proficiency in the following software packages Ms Office (Word, Excel, Access, Powerpoint, MS Project) SPSS, STATA or similar statistical applications.
- A Foreign language would be an asset.
- Customer focused
- Action oriented
- Analytical
- Communicates effectively
- Business Insight
- Team player
- Builds networks
- Presentation skills
- Tech savvy