



Job Description:

Job Title:	Opportunities 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

Opportunities Officers perform detailed research in geographical locations or industries as assigned, and analyse the data gathered. They present findings and identify lucrative and sustainable prospects for local goods and services exporters to explore. Persons in this position also must continuously monitor regional and global consumption trends to identify potential **growth** opportunities. Another critical role of the R&O Department is to create, update, and maintain screened buyer and distributor databases of key markets.

In summary, this role is a vital one, empowering companies to realise their export goals and ambitions through the delivery of valuable, current market information and databases. These are the most significant and frequently requested services from exporTT's clients.

Main Responsibilities

- Coordinates with business management to determine research objectives.
- Works following project brief and deliver frequent project updates.
- Develops and direct given research assignments.

- Creates a plan of action, set project goals, and manage to completion.
- Conducts detailed research of intended subject matter according to business needs.
- Formulates effective and efficient research processes.
- Identifies market trends and patterns.
- Designs surveys, questionnaires, polls, etc. specific to research requirements
- Tests research methodologies to confirm intended purpose of evaluation.
- Performs fieldwork, interviews, experiments, concept tests, (not limited) towards data collection.
- Utilises various professional sources to find and extract pertinent information.
- Performs evaluative analysis of selected resources and current market data.
- Organises and maintain research databases.
- Frequently conducts self-audit work and checks data for errors and inconsistencies.
- Compiles and organises findings in graphs, charts, mock-ups, and diagrams.
- Documents, reports, and presents research findings to Management and Clients.

Qualifications, Skills & Other Requirements

- Bachelor's degree in research, economics or related field required;
- Extensive and proven experience in field of research.
- Knowledgeable in designing and executing various types of research and testing methodologies.
- Experience using statistical analysis software.
- Proficient using Microsoft Office Suite.
- In-depth knowledge of specific field.
- Very strong mathematical and statistical skills.
- Experience performing objective-driven and ethical research.
- Well versed in database management.
- Effective communicator, both oral and written.
- Experience in designing and delivering compelling and effective presentations is favourable.

Required Behavioural Competencies:

- Customer-focused
- Interpersonal savvy
- Business insight
- Nimble learning
- Drives results
- Collaborates
- Action oriented