

For one of our clients we are looking for a

BUSINESS DEVELOPMENT OFFICER

The company

The Sint Maarten Chamber of Commerce and Industry (COCI) is the Trade Registry for Sint Maarten. This entity, in accordance with the stipulations of the law, registers all businesses, seeking to be operational in Sint Maarten. COCI, through its trade register, aides in providing a secure environment for business undertakings in Sint Maarten.

Responsibilities

The Business Development Officer reports to the Executive Director. He/she is assigned with creating new programs to keep members of the COCI involved, while also maintaining existing programs. The Business Development Officer will maintain many contacts and is the brand ambassador of the COCI, making customer service always a top priority and provide value to all members of the COCI. He/she will manage a variety of activities, develop new ones, and foster member engagement and volunteer participation. He/she will assist the Executive Director in establishing action plans which support the mission and are consistent with organizational goals. The main tasks are:

- Assist with Customer Service duties;
- Develop internal procedures;
- Project leader of the Business Center and for related projects;
- Ensure efficient project management and execution of plans to meet the objectives of the Business Center programs and COCI goals;
- Built and maintain strong relations with other Chambers of Commerce, with other key stakeholders and entities to achieve smooth execution of projects and ongoing nurturing of mutual benefits;
- Coordinator of locally and regionally trade events;
- Periodically produce reports of internal and external development;
- Support in the design, development and implementation of projects;
- Recommend refinements/enhancements to existing offering

based on customer feedback;

- Ensure maintaining accurate communication with the concerned participants and stakeholders of the Business Center programs;
- Provide the business community with information, data, statistics that will help establish or improve business relations and partnerships;
- Execute individual or group consultations and business mentoring;
- Participate in continuous improvement efforts relating to member engagement;
- Direct logistics, design, plan, coordinate, implement and execute conferences, seminars, workshops, events, meetings and trainings and participate and represent COCI, when and where as necessary, to promote the COCI programs.

Required competencies

- Excellent organizational and interpersonal skills;
- Stress management and decision making skills;
- Excellent project and program management skills;
- Practice exceptional customer service;
- Practice teamwork at all times;
- Excellent communication skills, including writing, proofreading and public speaking;
- Be able to take the initiative to get things done, with minimal supervision;
- Be able to work independently and prioritize multiple stakeholders and tasks.

Qualifications

- A Bachelors's Degree in Business Administration or other relevant field;
- Proficient in standard tools like Word, Excel, PowerPoint and MS Projects;
- Experienced in using and working with social media sites.

Application

If you meet the requirements and are interested in the vacancy, we invite you to apply via email: natascha.sille@bdo.cw Please attach a general letter of introduction a resume, supported by certificates and diplomas. Additional queries (if any) should be forwarded to the aforementioned email address. The deadline for submitting your resume and motivation is December 20, 2019.

Please visit the website for more information about this vacancy: chamberofcommerce.sx