

Position Profile

Investment Attraction Advisor

Greater Bay Area, China

The Opportunity

This is a rare opportunity to join Invest Alberta Corporation and represent Alberta's investment interests in Greater China in a senior-level, entrepreneurial-like role. This includes planning, shaping, and implementing business development strategies to attract investments from Greater China based companies. The primary objective of the role is to facilitate and increase foreign direct investment into Alberta. It is suited for an innovative, committed, and passionate professional, looking to thrive and build their career in a unique and dynamic environment.

This position will be filled by an individual in a contractor capacity. The successful candidate will take a prominent role in planning, developing, and delivering initiatives to fulfil the commercial objectives of Invest Alberta in the Greater China region with particular emphasis on the Greater Bay Area. This includes the development of strategic, operational, annual business plans, goals, and objectives while considering market intelligence, risk, and opportunities.

Area of Selection:

- This position is only open to candidates who are current residents of Hong Kong (or China) with valid Mainland Travel Permit (or Exit and Entry Permit).
- Invest Alberta will not sponsor relocation directly or indirectly.

Requirements:

1. Education

- Bachelor's or equivalent degree from an accredited recognized university in a field related to the position, such as business, marketing, or finance.

2. Experience

- Minimum of 8 years' relevant work experience, including a minimum of 5 years working in foreign direct investment attraction and/or international business development, particularly in China, Hong Kong and/or Canada.
- Experience in working for a government agency in an investment or trade related role.
- Experience managing events and/or working on high level visits.
- Extensive client service experience.

3. Knowledge

- Understanding of China and Hong Kong and its' economy with a particular focus on Invest Alberta's priority sectors.
- Managing budgets and finances.
- Knowledge of key economic sectors of the province of Alberta is a bonus.

4. Language

- Fluency in English and Chinese (oral, written, comprehension) is essential.
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5. Competencies

- **Networking** - building strong connections, collaborative relationships, and networks across the organization and externally to secure, retain and expand commercial investment in Alberta, supporting the promotion of Alberta opportunities and success stories.
- **Analysis** - developing an in-depth understanding of prospects, gathering, and sharing market intelligence with the team.
- **Initiative** - locating, evaluating, and qualifying potential investors and leads to ensure a substantive investment opportunities list, converting leads to opportunities and closing deals.
- **Effective communication** – leveraging technology to improve organization, communications, and efficiency, effectively handling confidential information and data, collecting, and distributing information to senior-level internal and external clients, leading, and participating in working groups.
- **Client focus** – providing consistent, high quality and responsive service to investors, supporting them in making investment decisions and achieving success.
- **Interpersonal skills** - developing, maintaining, and strengthening connections and professional working relationships across the organization and its larger network, supporting an effective corporate culture.
- **Resilience** - able to work under pressure, prioritise multiple demands and work effectively to meet tight deadlines.

6. Abilities

- Able to create proposals and pitches for investors by working collaboratively with internal & external stakeholders in recommending strategies and tools for investment attraction.
- Able to lead presentations internally and to clients.
- Able to stay current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
- Able to use social media tools for commercial promotion and to generate new business opportunities.

7. Team Coordination

- Acting as a resource to the entire Invest Alberta team.
 - Developing, maintaining, and strengthening professional working relationships across the organization and its larger network.
 - Working collaboratively with others, forging connections.
 - Discretely managing confidential information and data, adhering to privacy at all times.
 - Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
 - Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
 - Leveraging technology to improve organization, communication, and efficiency.
 - Understanding the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change agent.
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- Actively building and maintaining an inviting company culture.

About the Organization

Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

How to Apply

Interested in being a part of a new, dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply by email, including a cover letter, resume, and salary expectations to:

hr@investalberta.ca

Closing Date: Open until a suitable candidate is found.

Thank you for your interest in Invest Alberta Corporation.

Only those candidates selected for interviews will be contacted. No phone calls please.
To learn more about Invest Alberta Corporation & this position please visit: investalberta.ca
