



CAREER OPPORTUNITY

The **Jamaica Bauxite Mining Limited (JBM)** invites applications from suitably qualified persons to fill the vacancy of:

MARKETING & BUSINESS RESEARCH ANALYST

The Marketing and Business Research Analyst will successfully plan, implement, and execute new business initiatives within JBM's diversification projects while supporting the marketing function of the organization.

MAJOR RESPONSIBILITIES INCLUDE:

- Conduct in-depth environmental scans to assess emerging market trends, competition, and opportunities for business expansion within the relevant strategic sectors.
- Facilitate the identification and packaging of feasible and profitable business development opportunities for JBM's executive consideration in alignment with strategic diversification goals, in collaboration with the Senior Business Development and Marketing Manager.
- Support and nurture strategic partnerships and business relationships to enhance JBM's market presence and ensure successful contract negotiations with key stakeholders as required. Maintain ongoing communication with current and potential partners to ensure long-term collaborations.
- Assist in the creation and execution of marketing strategies to enhance JBM's brand visibility. Participate in marketing campaigns, events, and promotional efforts to drive business growth.
- Actively contribute to increasing departmental productivity by identifying inefficiencies and proposing solutions that streamline operations, improve processes, and optimize resource use.
- Support the Senior Manager in the development and negotiation of pitch decks and contractual terms with partners and clients for new business lines to meet JBM's revenue targets for each segment.
- Identify new business opportunities, build relationships, and contribute to contract development and revenue generation from new strategic business lines.
- Analyse market data and performance metrics to provide accurate reports that inform business strategies.
- Provide direct and critical support to the Senior Business Development and Marketing Manager by assisting with administrative duties including preparing reports to advise key stakeholders on the progress of business development and marketing initiatives; and coordinating meetings with internal and external stakeholders and documenting key takeaways for future reference.

REQUIRED COMPETENCIES

- **Strong research skills:** Proficient in conducting business research and analysing data for informed decision-making.
- **Good technical knowledge:** Strong understanding of business planning, process improvement, financial analysis and relationship building.

- **Strong Problem-Solving capability:** Demonstrated ability to identify challenges and implement effective solutions.
- **Communication skills:** Excellent interpersonal, communication, and negotiation skills to maintain and grow business relationships.
- **Task and Project Management Skills:** impeccable time management, organizational and planning skills with ability to manage multiple projects simultaneously while meeting deadlines.
- **Adaptability:** Dynamic and capable of adapting to changing business environments.
- **Initiative:** Ability to work on own initiative ensuring completeness of outputs with ability to work under pressure.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Marketing, Economics, or a related field.
- Certification in Communications or a related discipline is a plus.
- Minimum of 3 years of experience in business development, marketing, or a related role.

CLASSIFICATION & REMUNERATION

The position of Marketing & Business Research Analyst is classified at Pay Band 6 with a salary of \$2,803,771.00 pa.

Please forward curriculum vitae by February 13, 2025 to:

The Director of HR & Administration

Jamaica Bauxite Mining Limited

P.O. Box 33

Ocho Rios, St. Ann

or

jobs@jbm.gov.jm

We thank all participants for their interest; however, only shortlisted persons will be contacted.