

Hong Kong Economic and Trade Office in New York

Invest Hong Kong Desk

Deputy Head of Investment Promotion (New York)

Salary: USD \$ 8,022 to USD \$ 14,899 gross per month, depending on the relevant qualification and work experience of the candidate.

Job summary

Reporting to the Head of Investment Promotion, the Deputy Head of Investment Promotion (New York) will be responsible for identifying, attracting and supporting companies to set up or expand in Hong Kong by engaging in strategic planning and execution of investment promotion activities, visits to top level executives of leading companies and providing assistance to potential investors from USA East (covering Alabama Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia and Wisconsin) under the purview of the Hong Kong Economic and Trade Office (HKETO) in New York. Maybe required to travel.

Responsibilities

- Support the Head of Investment Promotion in driving the promotion work for inward investment to Hong Kong in the geographic markets under the purview of HKETO as well as the HKETO in New York on talent attraction
- Assist in implementing the annual geographic business plan for promoting inward investment to Hong Kong
- Devise the list of target companies, in particular in priority sectors as identified by the Invest Hong Kong Head Office and those that can create valued employment in Hong Kong
- Proactively reach out to target companies via conducting marketing activities and promotional campaigns as well as individual company visits and to provide timely advice and practical assistance to potential investors
- Organise and support investment promotion visits by sector teams and directorate from Invest Hong Kong Head Office
- Develop links and networks with business multiplier organisations and identify opportunities that can help raise the profile of Hong Kong and Invest Hong Kong
- Collect market intelligence and information on the sectors of interest

- Maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including CRM, emails and file record
- Support the Dedicated Team for Attracting Businesses and Talents / Investment Promotion Unit in the HKETO and the HKETO activities as and when required

Entry Requirements

- A Bachelor's degree or equivalent
- Minimum of 3 years of work experience, preferably in international sales and/or business development. Work experience in any of life and health sciences, financial services or fintech sector would be an advantage.
- Excellent presentation and communication skills in English
- Broad knowledge of the business environment of the eastern US and relevant work experience is important. Experience of living and/or doing business in Hong Kong would be an asset
- Willing to travel within the area under the purview of the HKETO in New York and to Hong Kong
- Candidate must be eligible to take up employment in the US without arrangement of work visa by the employer

Terms of Appointment

Two-year contract on non-civil service contract term with the possibility of extension

Benefits

10% end of contract gratuity to be paid upon satisfactory completion of the employment contract.

Other benefits include medical coverage, transportation allowance and annual leave

Application Method

Interested applicants are invited to send a covering letter marked with the subject “**Application for the Position of Deputy Head of Investment Promotion (New York)**”, together with full curriculum vitae, availability, and copies of academic qualification certificates/transcripts, record of employment and available references from previous employment to:

By post : Hong Kong Economic and Trade Office,
115 East 54th Street, New York, NY 10022, USA
Attn: Executive Office Manager

By email : jobs@hketony.gov.hk

Application closing date: 21 Aug 2025, 5:00 PM New York Daylight Saving Time

Late applications will not be accepted and only shortlisted candidates will be notified. Any enquiries concerning the above position should be sent to the HKETO in New York by e-mail or post.

General Notes

- The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made
- Please visit <https://www.hketony.gov.hk/> for more information. For enquiries, please contact jobs@hketony.gov.hk.
- Personal data provided by job applicants will be used strictly in accordance with the Hong Kong Special Administrative Region Government (HKSARG)'s personal data policies of which https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html are available at https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html

About InvestHK

InvestHK is the department of the HKSARG tasked to attract and retain foreign direct investments in Hong Kong.

Please visit www.investhk.gov.hk for more information.