

## **Deputy Head of Investment Promotion (London)**

**Salary:** £56,050 to £64,677 gross per annum

**Other Key Benefit:** final salary pension benefit, subject to certain eligibility requirements and other relevant conditions being satisfied.

### **Job Summary**

Reporting to the Head of Investment Promotion, Deputy Head of Investment Promotion (London) 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 in the United Kingdom (UK). Travel to Hong Kong may be required.

### **Responsibilities (non-exhaustive list)**

- To 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 Hong Kong Economic and Trade Office in London (HKETO), as well as the talent attraction work
- To assist in implementing the annual geographic business plan for promoting inward investment to Hong Kong
- To devise a 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
- To 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
- To organise and support investment promotion visits by sector teams and directorate from Invest Hong Kong Head Office and to provide facilitation to Invest Hong Kong's clients to expand to and connect the clients to the relevant stakeholders within the geographic markets under the purview of HKETO
- To develop links and networks with business multiplier organisations and identify opportunities that can help raise the profile of Hong Kong and Invest Hong Kong
- To collect market intelligence and information on the sectors of interest
- To maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including Customer Relationship Management, emails and file record
- To supervise the work of Assistant Manager, Business and Talent Attraction / Investment Promotion
- To support the Dedicated Team for Attracting Businesses and Talents / Investment Promotion Unit in HKETO and the HKETO activities as and when required
- To perform any other duties as assigned by the seniors

### **Entry Requirements**

#### ***Candidates should have***

- (i) A Bachelor's degree or equivalent, preferably in Business Administration, Finance, Economics, or International Marketing; a higher-level degree or equivalent would be an advantage;

- (ii) Relevant work experience in the fintech, life science, technology, professional services sectors and/or, international sales and/or business development, preferably in foreign direct investment promotion or economic development, at a managerial level or equivalent would be an advantage;
- (iii) Excellent presentation and communication skills in English;
- (iv) Broad knowledge of the economies and relevant work experience in the UK or elsewhere; Experience of living and/or doing business in Hong Kong would be an asset;
- (v) Willing to travel outside the UK; and
- (vi) Candidate should ensure right to work in the UK without arrangement of work visa by the employer.

### **How to apply**

Application form can be obtained from the Hong Kong Economic and Trade Office at 18 Bedford Square, London WC1B 3JA, United Kingdom (Telephone no.: +44-(0)20-7290 8218, E-mail: [recruitment@hketolondon.gov.hk](mailto:recruitment@hketolondon.gov.hk)) or downloaded from our website [www.hketolondon.gov.hk](http://www.hketolondon.gov.hk). Applications together with a covering letter and CV should reach the Hong Kong Economic and Trade Office **no later than 12:00 (noon) London time on 22 September 2025 (Monday)**. Only short-listed candidates will be notified of the result of their application.

Mailing address: Executive Officer (Administration), Hong Kong Economic and Trade Office, 18 Bedford Square, London WC1B 3JA, United Kingdom  
Email: [recruitment@hketolondon.gov.hk](mailto:recruitment@hketolondon.gov.hk)

Please visit [www.hketolondon.gov.hk](http://www.hketolondon.gov.hk) or [www.investhk.gov.hk](http://www.investhk.gov.hk) for more information.

Personal data provided by job applicants will be used strictly for recruitment purposes and in accordance with applicable data protection regulations.