



# Investment Specialist - LatAm

**Location:** Latin America

**Type:** Full Time

## Your Mission

The Investment Analyst is a critical part of our investment team, driving deal execution, portfolio management, and company analysis. You'll help entrepreneurs gain the resources necessary to grow their businesses while identifying high-potential startups for investment. This role requires strong analytical skills, exceptional organization, and the ability to build meaningful relationships with founders and partners to ensure they capture value through Orbit programs and ecosystem.

## Your Responsibilities

### *Drive Results and Insights for Portfolio Companies*

- Conduct comprehensive due diligence on prospective investments, analyzing company history, strategy, financials, relevant industries, technologies, and market trends
- Prioritize and manage new deal signing and follow-up timeline
- Monitor and analyze performance of portfolio companies through financials and business status
- Prepare portfolio companies' basic fundraising readiness materials (investment deck, financial model, and data room)
- Create financial models with founders to uncover financially unsustainable practices and estimate future outcomes
- Maintain list of potential investors for companies in your global portfolio

### *Be Operationally Excellent*

- Drive the entire deal execution process from start to finish to close new investments
- Schedule sourcing meetings, write meeting notes, file sourcing documents and drive evaluation process
- Communicate regularly regarding portfolio company statuses to Orbit team
- Ensure accurate filing of all relevant portfolio data and metrics in tracking systems
- Maintain and improve internal Orbit investment team systems and processes as assigned

### *Engage Orbit and Local Ecosystems*

- Maintain regular calls with deal sourcing partners and other sourcing channels
- Maintain a long-term, trusting relationship with assigned portfolio companies by introducing founders to meaningful business and financing opportunities
- Help maintain Orbit's network of investors

## Your First Days

### *By Day 30:*

- Finish and score high on the investment training module
- Build a solid understanding of Orbit's investment thesis, portfolio, and internal systems
- Schedule and manage sourcing calls and meeting notes
- Support the evaluation and due diligence process on potential investments

### *By Day 90:*

- Independently manage the due diligence process for potential investments
- Develop and maintain relationships with assigned portfolio companies
- Create comprehensive financial models and analysis

### *By Day 240:*

- Independently be accountable for a portfolio of companies
- Drive end-to-end deal execution processes

## Your Profile

- Bachelor's degree
- 2+ years of work experience in the startup / innovation space or have run a startup
- You know the key players and names in your local startup ecosystem
- Regularly attend startup events
- Demonstrable analytical ability
- Demonstrable critical thinking
- Exceptional organizational skills with ability to self-manage in ambiguous situations
- Highly proactive and resourceful
- Excellent written and verbal communication skills
- Willing accommodate the hours of a global portfolio
- Reside in Latin America, Native Spanish speaker
- Fluent in spoken and written English

## About Orbit Startups

Orbit Startups is a venture capital firm with a mission to drive economic transformation in frontier and emerging markets, capitalizing on the rapid adoption of technology across South Asia, Southeast Asia, Africa, Latin America, and MENA. With almost two decades of investment experience in high-growth markets like China and India, Orbit has established itself as a critical player in bridging technology, entrepreneurship, and industry leaders.

## How to Apply

Please click on [our job application form](#) to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact [jobs@orbitstartups.com](mailto:jobs@orbitstartups.com).