



Investment Analyst - 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 will play an important role in building the brand and community of Orbit in the Latin American market. 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 Pipeline and Portfolio Companies

- Conduct comprehensive due diligence on prospective investments, analyzing company history, strategy, financials, relevant industries, technologies, and market trends
- Bring local market intelligence, ranging from market studies and startup/investor 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 communications with deal sourcing partners and other sourcing channels
- Attend local networking events and conferences, proactively meeting with co-investors, business partners, and potential dealflow and bringing collaboration opportunities.

- 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
- Build a solid understanding of Orbit's brand, positioning needs in the LatAm market
- Schedule and manage sourcing calls and meeting notes
- Support the evaluation and due diligence process on potential investments

By Day 90:

- Attend local community events and proactively network with potential partners
- 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
- Know the key players in your local startup ecosystem
- Regularly attend startup events
- Can tell us stories about your relentless curiosity and entrepreneurial drive
- Demonstrable analytical ability and critical thinking skills
- Exceptional organizational skills with ability to self-manage in ambiguous situations
- Highly proactive and resourceful
- Excellent written and verbal communication skills
- Willing to 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.