



Investment Specialist

Location: Saudi Arabia

Type: Full Time

Your Mission

The Investment Specialist is a critical part of our investment team, supporting deal execution, portfolio management, ecosystem management, and company analysis. You will work closely with other investment team members as well as entrepreneurs directly to help them gain the necessary resources. This role requires strong attention to detail, resourcefulness, proactivity, 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

- Support comprehensive due diligence on prospective investments, including information collection, research, and analysis of company history, team, strategy, financials, relevant industries, technologies, and market trends
- Prioritize and manage new deal signing and follow-up timeline
- Support the analysis of portfolio performance via financials and business indicators
- 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 relationships, such as existing co-investors and potential investors for companies in the portfolio

Be Operationally Excellent

- Drive your assigned tasks for deal execution process from start to finish to close new investments
- Keep the investment pipeline going by proactively scheduling sourcing meetings, write meeting notes, creating follow up calls, file sourcing documents and drive evaluation process to completion
- 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 the Orbit and Local Ecosystem

- Maintain regular calls with relevant team members, 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
- Begin conducting due diligence on potential investments under guidance

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 300:

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

Your Profile

- Bachelor's degree
- Demonstrable analytical and research 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
- Fluent (spoken and written) in English and Arabic

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.