



Investment Specialist - South Asia

Location: Remote (Bangladesh strongly preferred)

Type: Full Time

Your Mission

The Investment Specialist is a critical part of our investment team in South Asia, driving deal execution, portfolio management, and communication across a varied group of stakeholders. In this position, you will learn everything from the ground up, working with a high degree of autonomy while having access to a support system within Orbit's fast-paced, global environment. You will play a key role in signing new investments, assisting founders with their corporate governance and fundraising process, and representing Orbit's investment team locally in the region. This role requires strong communication, analysis, curiosity, and a deep interest in startups.

Your Responsibilities

Drive Results and Insights for Portfolio Companies

- Conduct comprehensive due diligence on prospective investments, including data gathering, market research, and company analysis.
- Support new deal signing and manage follow-up timelines.
- Analyze portfolio performance using financials and key business indicators.
- Collaborate with founders to develop financial models, identify unsustainable practices, and project future outcomes.

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 the Orbit and Local Ecosystem

- Maintain regular communication with deal sourcing partners and other channels.
- Help maintain and grow Orbit's investor network.
- Organize and lead ecosystem engagement events and investor showcases.
- Nurture long-term relationships with founders, co-investors, and community partners.
- Act as a brand ambassador for Orbit Ventures in the Asia startup ecosystem.

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 Asia 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.
- 1-2 years of strong internship experience
- Proven analytical and research capabilities.
- Strong critical thinking and problem-solving skills.
- Exceptional organizational skills and ability to self-manage in ambiguous environments.
- Highly proactive and resourceful.
- Excellent written and verbal communication skills.
- Fluent in spoken and written English
- Willing to accommodate the hours of a global portfolio



About Orbit Ventures

Orbit Ventures is a global venture capital firm dedicated to investing in founders who are transforming emerging markets. We focus on ventures that foster economic independence by increasing individual wealth and income, and efficiently digitizing traditional industries without environmental compromise. Our strategic investments will elevate living standards for the world's emerging middle class—the next four billion people poised for greater prosperity.

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@orbitstventures.com.