



Job Description

Job Title: International Trade Coordinator (Miami)
Department: International Trade Development
Reports To: Manager of Administration
FLSA Status: Non-Exempt
Pay Band: \$42,000 - \$48,000

BASIC PURPOSE:

This job is responsible for the administration of the Certificates of Free Sales program, assisting the Miami office trade development team, and general office support, as warranted.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Responsible for the administration of the Certificates of Free Sales program.
- Oversee the online web application processing of the certificates.
- Requires Sales Force data entry of applications with accuracy and efficiency.
- Process the creation of certificates.
- Coordinate the notarization process with senior staff signatory approvals.
- Oversee the distribution of the certificates.
- Insure the quality of the program thru the recording of volume, revenues, consultations and export actions derived for the program.
- Maintain all records and metrics reporting of the program.
- Provide assistance to the Manager of Administration with general office duties, as warranted

SUPERVISION:

Not applicable

ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified with this posting.

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree (or equivalent experience) in international business, marketing, finance or international relations
- Experience in business or international trade development
- Experienced user of Microsoft Office products
- Strong communication skills that include verbal, written and presentation experience
- Experience with administrative processing and mass direct mailings.
- Notary certificate or must have the Notary certificate within 30 days paid by Enterprise Florida

PREFERRED QUALIFICATIONS:

- Competency in a second, pertinent language: Spanish and/or Portuguese
- Sales Force and DocuSign experience, a plus.

Send resume with salary history to: hrdirector@enterpriseflorida.com

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.