



## Job Description

**Job Title:** Coordinator, International Operations  
**Department:** International Trade and Development  
**Reports To:** Vice President, International Operations  
**FLSA Status:** Non-Exempt  
**Location:** Coral Gables

### **BASIC PURPOSE:**

This position is responsible for supporting the operations of Enterprise Florida's network of international offices, including efforts to attract foreign direct investment (FDI) to Florida, and to assist Florida companies to export into the markets covered by EFI's international offices.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Serve as the primary point of contact for all administrative aspects of the operations of EFI's international offices, including but not limited to:
  - Ensuring compliance with the RFQ (Request for Qualifications) process in selecting and communicating with foreign contractors to represent EFI abroad;
  - Preparing check requests for contract payment of international professional fees and any additional services requested by EFI;
  - Assisting with organizing the annual meetings of EFI's international offices;
  - Compiling information from the international offices for EFI's monthly, quarterly, and annual reports to DEO and other State of Florida government entities;
  - Ensuring reporting standards, accuracy, and consistency across different EFI international offices;
  - Running Crystal Reports and other reporting tools, as appropriate;
  - Performing other administrative duties, such as record retention of physical and electronic files, correspondence, and collection of data; and
  - Assisting with audits and other external requests for information regarding the operations of EFI's international offices.
- Support the efforts of EFI's international offices to attract foreign direct investment to Florida, including through the provision of pertinent, timely information on Florida's advantages as a global business location, and conducting ad-hoc research as needed.
- Support the export promotion and foreign investor outreach efforts of EFI's international offices by helping to organize missions, business seminars, participation in trade shows and events, outreach campaigns, and other related activities.
- Coordinate and support international project activities, including identifying meeting targets, scheduling appointments and attendance at events, updating spreadsheets and databases, organizing project documentation, and preparing promotional materials.
- Maintain a strong working knowledge of EFI's international programs, policies, and services, as well as other major statewide and local economic development resources.

### **SUPERVISION:**

Not applicable for this position

**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelors degree in economics, international relations, business, or a related course of study
- At least five years of professional experience in international trade and/or investment promotion, international business, or a related field
- Intermediate level competence with Microsoft Office applications
- Strong familiarity with database and CRM applications such as SalesForce
- Strong organizational and communication skills in English; ability to prioritize, multi-task, adhere to tight timelines, and work as part of a closely-integrated team geographically dispersed across multiple continents

**PREFERRED QUALIFICATIONS:**

- Ability to effectively communicate in a pertinent second language
- Familiarity with international commercial law and cross-border contracts
- Experience working with economic development agencies, private-sector firms, and public-sector agencies
- Substantial work experience in a pertinent functional area may substitute for degree requirements

Send resume with salary history to: [hrdirector@enterpriseflorida.com](mailto: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.*