



Job Description

Job Title: Manager, International Trade & Development (Latin America & Caribbean)
Department: International Trade & Development
Reports To: VP, International Trade Development
FLSA Status: Exempt
Pay Range: \$55,000-\$67,000
Location: Coral Gables

BASIC PURPOSE:

This job is responsible for the management of EFI's Latin American and Caribbean trade development program.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Through pro-active marketing and outreach efforts develop a clientele of export-ready manufacturing and other firms that are able to utilize EFI's export programs
- Counsel and provide technical assistance to targeted companies to upgrade their knowledge of export markets, export marketing and the export process
- Strategize, promote and then recruit targeted companies to participate in ITBD's trade events
- Participate in and support international trade promotion programs sponsored by EDOs, export finance agencies and other partner
- Pro-actively promote Florida's international advantages and EFI services through participation in group counseling events such as speeches, presentations and panel discussions
- Coordinate the recruitment and promotion of export sales missions in Florida. Assist in developing marketing materials, participant lists, invitation letters and email template
- Manage the advance planning and executive of export sales missions including arranging and facilitating high-level meetings, events and business matchmaking sessions
- As directed, plan and coordinate domestic high profile international trade events conducive to the international development of Florida
- Identify and secure sponsorship resources. Select sponsorship candidates, develop solicitation materials, make presentations and personal contacts
- Partners with management on strategic projects related to international trade

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
- Five years experience in international business or international trade development
- General knowledge of domestic and international business practices and export processes
- Communication capabilities that include verbal, written and presentation skills
- Experience with the development and execution of international business strategies

PREFERRED QUALIFICATIONS:

- Competency in a second, pertinent language: Spanish and/or Portuguese
- Knowledge of country-specific foreign markets and customs
- Demonstrated influencing and negotiating skills
- Knowledge of factors and processes that characterize the international business operations of Florida firms

Send resume with salary expectations and history to: hrdirector@enterprisefflorida.com

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

No agencies please. No phone calls please.