



Job Description

Job Title: Senior Director International Operations
Department: International Trade & Business Development
Reports To: Senior Vice President, ITBD
FLSA Status: Exempt
Pay Band: \$80,000 - \$100,000
Location: Coral Gables, FL

BASIC PURPOSE:

This job is responsible for oversight and direction of operations (strategic planning, business development plans, communications) for EFI's international offices. The incumbent will also serve as "gatekeeper" for the credit allocation of foreign office sales.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Preparation and maintenance of standardized reporting procedures for the international offices. Will also provide daily monitoring of operational activities.
- Prepare and direct periodic strategic regional planning sessions for the offices in Asia, Europe, Western Hemisphere and Africa
- Evaluate and disseminate scheduled reports (activities and business development results) from the international offices to EFI senior management
- Manage and / or coordinate inbound (Florida) business development and orientation visits of international office representatives
- Manage the bidding process for renewal of international representation contracts, as well as the identification and selection of candidates to represent EFI. Manage personal service contracts to comply with EFI requirements.
- Ensure that the international office staff is properly briefed and in compliance with EFI policies, procedures, contractual obligations and performance measures
- Provide the international offices with continual training and orientation on Florida trade and investment opportunities and other relevant information
- Partner with each international office to prepare appropriate strategic goals, objectives and business development plans
- Direct the globalization and new market entry of Florida's Life Science industry and

Green Technologies clusters

- Conduct field visits/audits and program reviews of international offices

SUPERVISION:

This position will supervise the international offices in Europe, North America, South America, Africa, Middle East and Asia

ACCOUNTABILITY: Impact and Scope:

Responsible for the operational budgets of the international offices

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in economic development, business or related course of study
- Ten years experience in international business development, including both private and public sectors
- Experience with international contract negotiations
- In addition to English, must be fluent in at least one major world language
- Must possess cross cultural communication skills and knowledge of common practice foreign business practices
- Intermediate level competence with Microsoft Office applications, plus database and presentation software

PREFERRED QUALIFICATIONS:

- Masters degree in economic development, business or related course of study
- Experience with the establishment and management of international offices

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.