



Job Description

Job Title: Manager, Latin America & Caribbean
Department: International Trade & Business Development
Reports To: VP International Trade & Field Operations
FLSA Status: Exempt
Salary Range: \$55,000 - \$72,000

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 can 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 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 organizations
- Pro-actively promote Florida's international advantages and EFI services through participation in group counseling events such as speeches, webinars, 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:

- Bachelors 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

Apply with resume to: HRDirector@enterprise florida.com

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

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