



Job Description

Job Title:	Research Associate
Department:	International Trade & Development (IT&D) Division
Reports To:	VP, International Marketing & Research
Location:	Orlando, Florida
FLSA Status:	Exempt
Salary Range:	\$45,000 to \$55,000

BASIC PURPOSE:

The Research Associate is responsible for managing the International Trade & Development Division's catalog of special reports, publications, and datasets that enhance international trade and business development activities in the State of Florida.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Research topics needed to update Division marketing materials, website, presentations, and special reports related to Florida's trade position and foreign direct investment in the state.
- Division point of contact for current and historical international trade statistics, with emphasis on Florida exports by country and commodity.
- Produce monthly and annual reports on Florida's international trade activity utilizing online subscription resources
- Update annual report on foreign direct investment (FDI) activities in Florida utilizing a variety of purchased and subscription databases, and primary research.
- Maintain Directory of Foreign Affiliates in Florida and respond to ad hoc requests for country-specific information as needed.
- Maintain Florida-linkage profiles for countries where EFI has overseas representatives.
- Update content on webpages dedicated to countries where EFI has overseas representatives.
- Provide trade and FDI research to support the efforts of Enterprise Florida's network of in-state regional trade offices and overseas representatives.
- Assist with development of research, databases, marketing materials, and strategies to support sector-specific trade development.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in Economics, International Studies, Business, Marketing, or related course of study.
- Keen interest in international business.
- Intermediate-level competence with Microsoft Office applications, particularly Excel.
- Internet and online database research experience.
- Strong research/analytical skills.
- Strong attention to detail and accuracy.
- Ability to communicate effectively in English, both verbally and in writing, is essential.
- Ability to prioritize, multi-task, adhere to tight timelines, and work as part of a team geographically dispersed across the state and globally.

PREFERRED QUALIFICATIONS:

- Holds – or is pursuing – a master's degree in Economics, International Studies, Business Administration, Marketing, or related course of study.
- Experience or familiarity with international business activities (both international trade and foreign direct investment).
- Experience analyzing international trade and foreign direct investment statistics.
- Studied or lived abroad.
- Experience or familiarity with economic development practices.

SUPERVISION: None

ACCOUNTABILITY: Impact and Scope: No financial or other measurable accountabilities have been identified for this position.

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.

Please apply for this position to HRDirector@EnterpriseFlorida.com or through the job posting on Indeed.