



Georgia Department of Economic Development  
Position Announcement

Title:	<b>Information Specialist</b>	Entry Salary:	\$36,000
Division:	Global Commerce/International Trade Team	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (DEcD) is the primary economic development agency for the State of Georgia. The mission of the Department is to create jobs for Georgians. The International Trade team creates jobs by helping existing Georgia manufacturers and professional services providers to enter or expand their international markets through its trade promotion services. Services provided include international market research, identification of international buyers and distributors for Georgia products, assistance for incoming international delegations, and the organization of trade events, internationally and domestically.</p> <p>The Information Specialist works with Trade Managers and the Trade Director to assist Georgia manufacturers and professional service providers to increase their exports. He/she also works with the economic development community to educate/inform about how exporting is an economic development tool. Primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Client requests, including but not limited to market research, identification of key contacts abroad, identifying how to sell into specific markets, and identification of potential strategic partners, distributors and representatives.</li> <li>• Support of international trade events / marketing activities including trade shows, incoming international buyers, trade missions, seminars, conferences, maintaining calendar of events, etc.</li> <li>• Compile and analyze country-specific, industry-specific and worldwide statistics of the international flow of goods.</li> <li>• Create and disseminate research documenting Georgia's connections to specific countries as well as materials for briefing books which support the various trade promotion events.</li> <li>• Along with the Trade Managers, call on exporters and potential exporters in Georgia.</li> <li>• Special Projects.</li> <li>• Document results.</li> <li>• Assist with divisional/departmental/USEAC programs.</li> </ul>		

Minimum Qualifications:	<ul style="list-style-type: none"> <li>• Four-year college degree in international business/trade or related field.</li> <li>• Exceptional research skills including computer-based research.</li> <li>• Ability to analyze and qualify data / basic knowledge of statistics.</li> <li>• Strong organizational and project management skills.</li> <li>• Culturally sensitive and aware.</li> <li>• Knowledge of world geography and economy, history and current affairs and international trade issues.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Team-player; initiative; self-discipline.</li> <li>• Demonstrated ability to be results-oriented.</li> <li>• Knowledge of exporting or strong desire to learn exporting.</li> <li>• High proficiency with Internet, MS Word and Excel.</li> </ul>		
Preferred Qualifications:	<ul style="list-style-type: none"> <li>• Fluent in a foreign language.</li> <li>• Professional work experience (internships included) in exports within the previous two years.</li> <li>• International travel experience/study abroad experience.</li> </ul>		
Travel Required?	As necessary	Nights, Weekends Required?	As necessary.
Deadline:	<b>5 p.m. on Nov. 10, 2009</b>		

To apply for this position, **you must submit your résumé and cover letter via e-mail to: [jobs@georgia.org](mailto:jobs@georgia.org) no later than the deadline listed above. No phone calls please. Include the position title in the subject line** of your e-mail. If you do not have internet access or require accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000.

*All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Applicants who are not selected for interviews will not receive notification.*

**GDEcD is an Equal Opportunity Employer**