# Position Announcement

**Title:** Sr. International Trade Manager  
**Entry Salary:** $65 - 70k Commensurate with experience  
**Division:** International Trade  
**Location:** Atlanta, GA

## Duties and Responsibilities:

The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

GDEcD’s International Trade Team helps Georgia businesses enter and expand in international markets through the provision of comprehensive export promotion services. These services include international market research, identification of international distributors and buyers for Georgia products and services, and organization of international trade events, among others.

The Senior International Trade Manager reports to the Division Director, International Trade and works directly with Georgia companies, providing export counseling to increase international sales, and working in partnership with the economic development community to educate and inform how exports are an economic development tool. Primary responsibilities include:

- Assist qualified exporters to develop or increase exports through one-on-one export consultation, development of an international business strategy and connections to qualified international contacts;
- Manage trade promotion events including tradeshows, in-bound buyer delegations and export seminars;
- Design and implement creative and effective trade promotion programs to increase exports statewide and optimize export service delivery to the statewide business community;
- Perform research on potential international markets, market trends, trade policies, and other research related to export development;
- Mentor junior International Trade staff on best practices for export counseling, client engagement, and work order follow up

Additional responsibilities include working closely with federal, state and local export promotion partners including the Small Business Development Center, U.S. Export Assistance Center (USEAC), local economic development agencies and chambers of commerce to increase exports from Georgia.

- Bachelor’s degree in business/international trade/economics or closely related field AND four years of direct experience related to exporting promotion in the areas of business development, export operations or sales and marketing, in the private sector or with a state, U.S. federal or international trade promotion agency
Minimum Qualifications and Competencies:  

- Excellent verbal and written communication skills  
- Focus on collaborative approaches to project management  
- Detail oriented with ability to manage and execute multiple projects simultaneously  
- Experience presenting to large and small groups  
- Results oriented  
- Prior international travel experience  
- High proficiency with MS Suite (Word, Excel, PowerPoint)  
- Must maintain a valid State of Georgia driver's license and be able and willing to travel throughout the state

Preferred Qualifications:  

- Master's degree in international business/trade AND five or more years of direct experience in export promotion in the private sector or with a state, U.S. federal or international trade promotion agency  
- Team player with strong team building and leadership skills  
- Proficiency working with Salesforce CRM software  
- Experience working with economic developers/chambers of commerce  
- Fluency in a foreign language  
- Knowledge of the industries in Georgia and their economic impact

Travel Required? | Yes, statewide and international | Nights, Weekends Required? | Occasionally

Deadline | Open Until Filled; Apply ASAP. Resumes will be reviewed as they are received, and the position will be filled as soon as a suitable candidate is identified.

Application Instructions: To apply for this position, you must submit your résumé and cover letter (PDF format preferred) via the link on our careers page at https://www.georgia.org/about-us/career-job-search. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: 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. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.

*To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer