# International Trade Coordinator

**Entry Salary:** $47-50k commensurate with experience*

**Division:** International Trade

**Location:** Atlanta, GA

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## Duties and Responsibilities:

The Georgia Department of Economic Development (GDEcD or "Department") is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry, locating new markets for Georgia products, attracting tourists to Georgia, promoting the state as a location for film and video projects, as well as planning and mobilizing state resources for economic development.

GDEcD’s International Trade Division helps Georgia businesses enter or 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 and trade missions, among others. The International Trade Coordinator reports to the Deputy Commissioner of International Trade and provides administrative support for the International Trade team. Primary duties include, but are not limited to:

- **Budget support:** coordinate the internal approval process for invoice payments; open purchase requisitions and purchase orders in PeopleSoft; pay invoices and document when the payment process is complete; maintain and reconcile a state Purchasing Card; maintain a comprehensive document organization system for easy reference; process reimbursement payments to approved vendors for federal STEP (State Trade Expansion Program) grant
- **Administrative support:** serve as the Division’s office manager and first point of contact for trade related requests by phone or email. Compose, organize and manage correspondence; organize and maintain office and marketing materials; prepare and ship packages as needed; provide clerical back-up to GDEcD receptionist
- **Event management support:** coordinate meetings and events ensuring proper logistical setup and support as it relates to venues, catering, transportation, A/V, registration, etc.; provide on-site support for events during or after business hours on occasion
- **Database and reporting support:** regular use of CRM database (Salesforce) including data entry and generating reports to assess activities and team metrics for monthly staff meetings, quarterly divisional reports and divisional year end reports. Familiarity with other research databases used to update company records

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## Minimum Qualifications and Competencies:

- Associate’s degree (or equivalent) from an accredited technical college AND two years of closely related experience OR four (4) years of administrative/office management experience
- Exceptional organizational skills and attention to detail with the ability to manage multiple projects simultaneously
**Application Instructions:** To apply for this position, you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at [https://www.georgia.org/about-us/career-job-search](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.

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<th>Preferred Qualifications:</th>
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<tbody>
<tr>
<td>• Experience planning and coordinating meetings</td>
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<td>• Working knowledge of Salesforce or other CRM databases and data analysis</td>
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<td>• Experience with payment systems such as PeopleSoft</td>
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<td>• Experience working with budgets and/or payments in state government or a higher education setting in Georgia.</td>
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<tr>
<th>Travel Required?</th>
<th>Nights, Weekends Required?</th>
<th>Deadline</th>
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<td>Yes, limited</td>
<td>Occasionally</td>
<td>Open Until Filled; Apply ASAP. Resumes will be reviewed starting July 10th. Position will be filled as soon as a suitable candidate is identified.</td>
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GDEcD is an Equal Opportunity Employer