

Job Opening

Job Posting: 5/4/2018

Application Deadline: 6/4/18

JOB TITLE: International Trade Manager

LOCATION: Buffalo

DEPARTMENT: Global NY

BASIC FUNCTION: Work with New York State companies to help them export their products and/or services abroad.

WORK PERFORMED:

- Interface with industry associations, University Centers of Excellence and regional/local economic development groups to identify potential clients for the Department's export assistance services.
- Represent the Global NY Division at events in Western NY that are export focused.
- Manage export marketing assistance service (EMAS) cases.
- Works with NY companies that apply for ESD funding assistance programs to promote exports.
- Oversee contacts between NY companies and ESD's foreign offices to assess qualified leads.
- Interface with regional U.S. Department of Commerce, the U.S. Small Business Administration and other industry groups that provide export assistance, to help companies obtain the maximum level of support in accessing global markets.
- Follow-up on export assistance activities to ensure clients' requests are being addressed and to monitor progress of the services we provide.
- Oversee and undertake special projects and initiatives on an as needed basis.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree with a concentration in Business Administration or Finance

Relevant experience required: 3+ years of relevant trade experience

Knowledge required: Must be a team player with the ability to liaise and build rapport with colleagues across functions.

APPROXIMATE HIRING SALARY: up to \$54,343 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, HR Manager, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.