

### Job Opening

**Job Posting:** April 2022

**Application Deadline:** 30 days or  
until position is filled

**JOB TITLE:** International Trade Manager

**LOCATION:** Mid-Hudson

**DEPT:** 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 the Mid-Hudson and Southern Tier regions 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, Public Administration, Finance or other related field.

Experience required: 5+ years of relevant trade experience. Understanding of New York State government, geography and culture encouraged; Familiarity with NYS assets preferred.

Knowledge required: Must be a team player with the ability to liaise and build rapport with colleagues across functions and set priorities that accurately reflect the relative importance of activities or job duties. Excellent written and verbal communication skills; knowledge of Microsoft Office.

**APPROXIMATE HIRING SALARY:** Up to \$75,000

**Inquire:** Donasia Holmes – Manager, Training & Professional Development - Human Resources Dept.

**External Candidates:** Send resume or inquiry to HR: [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body

**Internal Candidates:** Complete [Posting Application](#) and attach a copy of resume

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