DEFINITION: Under supervision, performs the field and office work involved in the retention, attraction, promotion, and development of business in New Jersey; Assists in the field and office work involved in developing exporting businesses in New Jersey and in expanding or relocating within the state; Provides technical information to current and prospective clients on details related to exporting goods and services into global markets; Advises development organizations in the identification, control, and promotion of their available export promotion resources; Works with community leaders to develop proper attitudes, facilities, sales materials, and sites in order to support export promotion in their area; Assists in the development and preparation of community resource export promotion media; does related work as required.

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in industrial/commercial real estate sales, area economic development, or business development and assistance.

NOTE: A Master's degree in Economics, Public Administration, Business Administration or a closely related field may be substituted for one (1) year of the required experience.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

KNOWLEDGE/SKILLS:

- Knowledge of the methods and techniques used in business solicitation, promotion, and export promotion.
- Ability to identify and utilize services available to local development efforts from agencies of both state and federal government, particularly as they related to community preparation for export promotion.
- Ability to interact with business prospects, public officials, and business organizations.
- Ability to gather, analyze, and interpret export and economic information and trends and to make sound recommendations concerning this data.
- Understanding of financial statements and ability to make appropriate recommendations to businesses with regard to export assistance.
- Preparation of correspondences, statistical reports, and other reports containing findings, conclusions, and recommendations.
- Aptitude to learn various types of computer software, hardware technologies, and information systems used by the agency, office, or related units.
LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number STA 2022-028, resume, transcripts (unofficial copies are acceptable) and employment application (employment application can be found here) https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf by close of business (5:00 P.M. Eastern Standard Time) to Employment.Recruiter@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer