

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **The deadline is Friday, December 8th, 2017.**

POSITION:	Business Recruiter III
DIVISION:	Business Development Division
SUPERVISOR:	Jennifer Springer
JOB LOCATION:	Oklahoma City
SALARY:	\$55,000 - \$65,000
JOB NUMBER:	J-671

JOB DESCRIPTION AND FUNCTIONS:

Works collaboratively on an outside sales program to increase new international investment in the state of Oklahoma. Marketing the state to site location consultants, companies, and other decision makers outside the state. Participates in the process of identifying and coordinating site locations with the economic development community within the state. May be assigned specific industry and/or geographic territory, and program implementation.

RESPONSIBILITIES:

- Proactively recruit new businesses to the state of Oklahoma by developing industry-specific expertise; developing target lists of site consultants and companies; contacting the most likely candidates for location or expansion.
- General knowledge will include Quality Jobs profiles, incentive analyses, proposal coordination and preparation, company research, site selection research, state and local information.
- Plan, coordinate, and perform host duties for prospects.
- Coordinate, plan, prepare, and participate in events to recruit international business to the state.
- Accurately update and maintain division databases with client information to facilitate reporting project status to division members. Prepare and submit comprehensive status and activity reports.
- Must have established networks of potential clients in industry and among site location consultants developed at trade shows, special events, and other networking opportunities. Foster and coordinate critical alliances of Oklahoma resources to assist with recruitment initiatives.
- Must have economic development experience to facilitate recruitment efforts.

KNOWLEDGE AND SKILLS:

Candidates should possess a comprehensive knowledge of sales techniques; best business practices; community and regional economic development programs and practices; and state and federal government agencies involved in economic development and/or recruiting. Strong analytical/problem solving and excellent oral/written communication skills are essential. Ability to perform effectively in diverse environments in a professional manner. Must be effective in establishing and maintaining cooperative working relationships with Commerce and division members, state and community officials, and the economic development community.

Skill and experience in business etiquette, organizing information, writing reports, and presenting material are also required. Ability to work independently, with minimum supervision, displaying personal initiative and direction. A general knowledge and skill of Microsoft applications and databases is required.

EDUCATION AND EXPERIENCE:

Must have a Bachelor's Degree with an emphasis in business, marketing, or a related field and a minimum of four years of experience in economic development, business, marketing, sales or real estate. Or an equivalent combination of education and experience.

Economic Development experience preferred with successful experience recruiting companies into states and localities. CECD or attendance at Economic Development Institute (EDI) is highly desirable.

SPECIAL REQUIREMENTS:

Applicants must possess the ability and willingness to perform job-related travel (up to 50% of time) to meet with companies, consultants and partners, which often require extended and irregular hours. Successful candidate must be willing to work the hours needed to get the job done.

AA/EEO