

# Nevada Governor's Office of Economic Development



## International Business Manager

Location: Las Vegas, NV

### Job Description:

The International Division of the Governor's Office of Economic Development is responsible for generating export growth, matching foreign direct investment with opportunities in Nevada, and enhancing the states international engagement through outbound and inbound trade missions. This position requires a knowledgeable and experienced professional with specific training and work experience in international business and specifically trade-related activities.

### Duties will include:

#### Primary

- Cultivate relationships with federal, state, local, foreign governments and international organizations specializing in international trade and foreign investment
- Identify markets for Nevada companies with the objective of increasing Nevada exports
- Identify sources of foreign investment funds for Nevada companies
- Assist Nevada businesses, especially manufacturers, to export goods and services
- Travel to domestic and international locations to attend workshops, conferences or training
- Educate foreign investors in assigned regions about Nevada investment opportunities

#### Secondary

- Issue and manage responses to requests for proposals for trade missions, international representatives, and other international business development projects. May require conference calls, video conference calls, phone calls during non-traditional working hours
- Provide training to the business community, regional development authorities and a multitude of community organizations on trade-related activities and opportunities

### Preferred Knowledge, Skills and Abilities:

- B.S. or MA in International Relations, Business Administration, Diplomacy, or International Business
- Ability to travel internationally without restrictions
- Valid U.S. Passport

**Salary and Benefits:**

\$45,000 - \$55,000 annually (based on experience)

This is a full time/non-classified/exempt position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer paid contribution plan is also available at a reduced gross salary.

**Supervisor:**

Director of International Trade and Investment

**Location:**

This position will be based in Las Vegas, NV

**Travel Requirements:**

Domestic and International travel is required.

**Position Start Date:**

August 2015

**To Apply:**

Please forward resumes to the Nevada Governor's Office of Economic Development  
Attn: Michelle Schierholt, 808 West Nye Lane, Carson City, NV 89703  
Or via e-mail at [mschierholt@diversifynevada.com](mailto:mschierholt@diversifynevada.com)

**Application Deadline:**

Resumes will be accepted until the recruitment needs are satisfied.