

Business Development Coordinator

Munich, Germany

Full-time

Georgia Department of Economic Development – Europe Office

The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, aligning workforce education and training with in-demand jobs, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

Serving as an extension of GDEcD, the Europe Office based in Munich, Germany, works closely with European firms wishing to establish or expand business operations in the United States. The State of Georgia Europe Office was founded in 1973.

To learn more, please visit www.georgia.org.

Job Functions and Responsibilities

The Business Development Coordinator is an integral part of a small team working to promote the State of Georgia as a business location to European companies. Responsibilities include the following:

Business Recruitment & Marketing

- Lead Generation: Conduct preliminary outreach to prospective company targets in order to support the Europe Office's business development efforts.
- New & Existing Business: Identify and pursue new investment targets in Europe. Serve as the key intermediary between new and existing company representatives and coordinate requests and feedback surrounding prospective and/or existing investments in Georgia.
- Event Management & Marketing: Propose, organize and attend relevant trade shows, business recruitment missions, industrial conferences and seminars, special marketing events and institutional engagements. The Business Development Coordinator will also play a supportive role in coordinating and organizing key events and meetings for inbound Georgia-based official delegations.
- Market Research & Reporting: Follow and track general industry trends and events. Interface regularly with industry experts and specialists who cover Georgia's target industries.

- Contact Database: Support the business development team to collect, record and update relevant information on existing and prospective investment targets as well as key partner groups. Use internal online CRM to manage and track this outreach while maintaining multiple detailed databases.

Requirements

- Fluent in German and English; fluency or proficiency in a third European language desired;
- Independently motivated, organized, communicative, and general team player;
- Internationally minded and inquisitive about and interested in general business trends and news;
- Flexible schedule to and/or cover events and possible travel;
- Proficient in MS Office, Adobe Acrobat and CRM systems.

Start Date

May 3, 2019

Interested?

Please send your CV, accreditations/certificates, cover letter and references to EuropeHR@georgia-europe.org