

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INTERNATIONAL MARKETING REPRESENTATIVE I

POSITION CODE: 21761

Effective: 3-1-86

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, completes progressively more difficult international marketing project assignments; provides coordination between Illinois firms and the overseas offices, helps small and medium sized Illinois businesses export Illinois products and/or attracts foreign investments to Illinois.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs closely supervised international marketing work and assists experienced international marketing representatives in promoting of foreign trade of Illinois products and services and foreign investment in Illinois in order to create jobs in Illinois.
2. Expands knowledge of current foreign markets, industrial and trade contacts, and skills necessary to function effectively both here in Illinois and overseas with Illinois businesses and foreign counterparts.
3. Promotes, organizes, recruits for and implements foreign trade shows of Illinois products and services. Interviews walk-ins.
4. Develops knowledge and skills necessary to assist and enlighten Illinois businesses and banks with effective ways to finance and ensure foreign trade.
5. Develops knowledges of Illinois businesses, and interpersonal skills and contacts with foreign business persons, foreign banks and foreign governmental figures necessary to demonstrate the wisdom of investing in Illinois. Searches Chamber of Commerce lists to discover opportunities for Illinois product export.
6. Develops increasing awareness, sensitivity and background information necessary to correctly handle protocol and publicity to the satisfaction of foreign persons.

INTERNATIONAL MARKETING REPRESENTATIVE I (Continued)

7. Prepares in-house reports, summaries, briefings, manuals and pamphlets relating to trade and investment.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to a bachelor's degree in government, business administration, economics, public policy analysis, international trade, history, sociology, anthropology or philosophy. Requires one year professional experience.

OR

Requires knowledge, skill and mental development equivalent to a bachelor's degree in government, business administration, economics, public policy analysis, international trade, history, sociology, anthropology, philosophy or business, with fluency in a foreign language widely used in foreign business. Examples of languages: German, Spanish, French, Portuguese, Japanese, Chinese.

No prior experience necessary.

Knowledges, Skills and Abilities

Requires ability to learn complex information concerning law, customs, business methods and other knowledges and skills necessary for promoting Illinois exports and foreign investment in Illinois.

Requires ability to plan, prioritize, self-motivate and cold-call.

Requires ability to develop and maintain positive working relationships with people of varied backgrounds throughout the U.S. and the world.

Requires ability to learn agency policies and apply them throughout the world.