

Job Description

Manager of Global Trade

Department: Global Strategies	Reports to: Director, Global Strategies
FLSA Status: Exempt	Supervisory responsibility: None
Approved by:	Budgetary responsibility: None

Purpose of position:

The manager of global trade provides trade servicing expertise to the Council, strengthens the Council's relationships with U.S. and global traders and services the export marketing interests of specific commodity groups among Council members.

Responsibilities:

1. Develop and maintain contacts with U.S. and international trade to keep abreast of trade developments around the world.
2. Provide regular briefings and reports for Council staff and members regarding supply/demand situation, outlook for coarse grains and products and trade related issues, including background and recommended Council actions.
3. Serve as staff liaison to assigned commodity groups within Council membership; maintain frequent contact with key sector representatives and leaders to understand developments and trade related issues in those sectors.
4. Design, and manage implementation of sector-specific programs and provide support to overseas offices on such programs as requested.
5. Provide trade servicing consultations and presentations to U.S. and international audiences.
6. Advise and support Council foreign office directors in designing and implementing programs relating to marketing of assigned coarse grains and products and other market education initiatives.
7. Serve as the Council's point of contact for trade inquiries from U.S. companies and Council offices relating to assigned coarse grains and products.
8. Other duties may be assigned to meet business needs.

Education/Experience Required:

1. Bachelor's degree or higher in economics, agricultural economics, international relations, marketing or similar field.
2. Minimum three years of experience in grain trading, international experience preferred.
3. Prior public speaking experience required.

Skills, Knowledge and Abilities:

1. Understanding of and experience with U.S. agribusiness customers required.
2. Ability to travel extensively for domestic and international activities required.
3. Proficiency in MS Office Suite, including Word, Excel and PowerPoint required.
4. Excellent communication skills, both verbal and written, are required.
5. Ability to work independently.
6. Ability to represent the organization in a professional manner at all times.
7. Must be a US passport holder

I acknowledge receipt of and understanding of this job description.

Employee Signature: _____

This job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time this job description will change and employees will be asked to perform tasks outside of their area of responsibility.

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