

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Business Recruiter III (Aerospace & Defense) position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$75,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

### **[Apply Online](#)**

Review of applications will begin immediately. **The position will remain open until filled.**

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**POSITION:** Business Recruiter III (Aerospace & Defense)  
**DIVISION:** Business Development Division  
**JOB LOCATION:** Oklahoma City  
**SALARY:** \$65,000 - \$75,000  
**JOB NUMBER:** J-735F

#### **JOB DESCRIPTION & FUNCTIONS:**

Aerospace Commerce Economic Services (ACES) is an initiative in the state of Oklahoma under the Oklahoma Department of Commerce, which is charged with creating a partnership of service providers to more effectively respond to the needs of the Aerospace & Defense industry in the areas of education/training, research, and economic development.

The Recruiter works collaboratively on an outside sales program to increase new domestic and international Aerospace & Defense investment in the state of Oklahoma. Conducts sales and marketing activities on behalf of 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 communities within the state. Additionally, the Recruiter provides administrative and marketing support to assist the Aerospace & Defense team within the Business Development Division. The qualified candidate must possess enthusiasm, flexibility and be willing to assume complex, challenging assignments. The incumbent must be extremely self-motivated, accountable, detail and goal-oriented, organized, and deadline-driven.

#### **RESPONSIBILITIES:**

- Proactively recruit new Aerospace & Defense businesses to the state of Oklahoma by developing sales 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 hosting duties for prospects to the state.



- Coordinate, plan, prepare and participate in the sponsored trade missions and other related activities.
- 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 be able to network with potential clients in Aerospace & Defense and among site location consultants developed at trade shows, special events, and other social networking opportunities. Foster and coordinate critical alliances of Oklahoma resources to assist with recruitment initiatives.
- Facilitate the collection and sharing of information and activities concerning the Aerospace & Defense industry.
- Maintain the Aerospace & Defense social media presence and outreach platforms, including: ACES Advocate newsletter, Facebook, LinkedIn, and Twitter. In addition, generate periodic newsletter entries for the member website.
- Provide assistance with trade shows, event management, and other components of call trip scheduling.
- Assist with prospect visitation, site visits, hosting company executives, and other events, as well as coordinating with community/client schedules.
- Become proficient with Customer Relations Management (CRM) database, data entry, search and document updates, tracking Division measurements and successes, business recruitment and expansion reports, and related monthly and annual reporting of all of the above.
- Become knowledgeable about various benefits of memberships and resources available in order to answer information requests professionally and effectively.
- Be flexible and work to support and assist when and where, as needed.

#### **KNOWLEDGE AND SKILLS:**

- Must be highly motivated, accountable, detail and goal-oriented, organized, and deadline-driven.
- Skill and experience in business etiquette, organizing information, writing reports, and presenting material are also required.
- Ability to handle and prioritize multiple projects concurrently and independently, often under time restrictions.
- Ability to work independently, with minimum supervision, displaying personal initiative and direction.
- Must have a working knowledge of general office & project management practices.
- Must have excellent oral and written communication skills.
- Must be proficient in Microsoft software, including Outlook, Word, Excel, and PowerPoint.
- Must be able to work effectively with the general public and private and public sector partners.
- Must maintain confidentiality regarding the work of the Division.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree with an emphasis in business, marketing, or a related experience in aerospace field is a strong plus. A minimum of four years of experience in business development, marketing, sales, or Aerospace & Defense. An equivalent combination of education and experience may be considered.

#### **SPECIAL REQUIREMENTS:**

Applicants must possess the ability and willingness to perform significant job-related travel, including international travel, to meet with companies, consultants, and partners, which often require extended and irregular hours. Therefore, the successful candidate must be willing to work the hours needed to get

the job done. In addition, applicants must possess the ability and willingness to perform job-related functions, which may require multi-tasking in a dynamic work environment.

**AA/EEO**