

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to cultivate environments and relationships that foster economic growth. 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 seeks to fill an opening for an Industry Recruiter (Manufacturing). This 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 \$95,000 based on education and experience.

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

[Apply Online](#)

Review of applications will begin immediately. **The deadline is October 17, 2025.**

POSITION:	Industry Recruiter (Manufacturing)
DIVISION:	Economic Development, Growth & Expansion (EDGE)
SUPERVISOR:	Executive Director of EDGE
JOB LOCATION:	Oklahoma City
SALARY:	\$80,000 - \$95,000
JOB NUMBER:	J-841

Position Summary:

The Oklahoma Department of Commerce is seeking an energetic, strategic, and relationship-driven **Industry Recruiter** to help bring new business and industry investment to the state of Oklahoma. This position will focus on the **manufacturing and advanced manufacturing sectors**, playing a key role in attracting and expanding businesses across both **rural and metropolitan communities**.

The ideal candidate will possess a deep understanding of the manufacturing landscape, including industry trends, common barriers, common site selection requirements, and workforce solutions. They should be enthusiastic about sharing the benefits of doing business in Oklahoma and proactively investing in relationships with key decision-makers with local manufacturing companies and those we are looking to attract. They should have **established relationships within the sector** and a thorough understanding of the primary factors that influence expansion and location decisions. This recruiter should have a positive “can-do” attitude, a proactive approach to collaboration, and a strong commitment to fostering economic development across the state.

This role is expected to conduct sales and marketing activities on behalf of the state to site location consultants, companies, and other decision-makers working on business location and relocation efforts. Additionally, the Industry Recruiter participates in the process of identifying and coordinating site locations with the economic development communities throughout the state. The



qualified candidate must possess enthusiasm and flexibility and be willing to assume complex, challenging assignments. Successful candidates must be extremely self-motivated, accountable, detail-oriented, goal-oriented, organized, and deadline-driven.

The Industry Recruiter is a primary point of contact for prospective businesses, economic developers, and other internal and external partners. The recruiter crafts and presents project proposals/responses to businesses and consultants.

RESPONSIBILITIES:

- Identify, attract, and recruit manufacturing and advanced manufacturing companies to establish operations in Oklahoma.
- Develop and maintain relationships with site selectors, consultants, industry executives, and other key stakeholders.
- Represent Oklahoma's business advantages to domestic and international prospects through targeted outreach, trade shows, industry events, and one-on-one meetings.
- Collaborate with internal teams, local economic development organizations, utility partners, and state/local leadership to respond to project leads and develop competitive proposals.
- Utilize knowledge of infrastructure, workforce, supply chains, incentives, and local assets to tailor compelling business cases for each prospect.
- General knowledge of Quality Jobs profiles, incentive analyses, proposal coordination and preparation, company research, site selection research, and state and local information.
- Plan, coordinate, and perform hosting duties for prospects in 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 a variety of industries, including manufacturing, 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.
- Provide assistance with trade shows, event management, and other components of call trip scheduling.
- Assist with prospective visitation, site visits, hosting company executives, and other events, as well as coordinating with community/client schedules. annual
- Become proficient with Customer Engagement (CE) database, data entry, search, and document updates, tracking division measurements and successes, business recruitment and expansion reports, and related monthly reporting of all the above.
- Become knowledgeable about various benefits of memberships and resources available in order to answer information requests professionally and effectively.
- Prepare business briefings to inform Commerce leadership, the Governor's office, and other key stakeholders and decision makers at the state and local levels.
- Be flexible and work to support and assist when and where, as needed.

KNOWLEDGE AND SKILLS:

- Must be highly motivated, accountable, detail-oriented, goal-oriented, organized, and deadline-driven.
- Skill and experience in business etiquette, information organization, report writing, and presentation 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 public and private sector partners.
- Must maintain confidentiality regarding the work of the Division.
- Must have a positive attitude.

Qualifications:

- Bachelor's degree in business, economics, marketing, economic development, or a related field (Master's preferred).
- Minimum 4 years of experience in business recruitment, economic development, manufacturing, or related field. An equivalent combination of education and experience may be considered.
- Knowledge of the **manufacturing and advanced manufacturing sectors** is essential.
- Existing relationships within manufacturing industries and site selection networks are strongly preferred.
- Strong communication, presentation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders and internal teams.
- Highly self-motivated, energetic, positive, and results-oriented.
- Willingness to travel frequently within Oklahoma and occasionally out-of-state or internationally.

Preferred Skills and Attributes:

- Understanding of rural economic development dynamics as well as metropolitan growth strategies.
- Familiarity with incentive programs, workforce development tools, and infrastructure planning.
- Experience with Customer Relations Management (CRM)/CE platforms and data analysis tools for tracking recruitment efforts.
- Comfortable with public speaking, panel discussions, and media engagement when needed.

Special Requirement:

Work sometimes includes after-office-hour events to promote the state, as well as travel, both in and out of state, is required. This position is an in-office position located in Oklahoma City.

AA/EEO

