

OKLAHOMA DEPARTMENT OF COMMERCE  
Human Resources Division

## JOB ANNOUNCEMENT

**Effective Date:** 05/13/2026

**Version:** 1.0

**Job Number:** J-856

**Position Title:** Industry Recruiter (Manufacturing)

**Division:** EDGE – Economic Development, Growth, and Expansion

**Office Location:** Oklahoma City or Tulsa

**Salary Range:** \$80,000 - \$95,000

**Application Deadline:** June 12, 2026

The Oklahoma Department of Commerce is the State economic development office. Our mission is to cultivate an environment where businesses and communities can grow and thrive. We are a trusted government agency that partners with businesses and communities for strategic and sustainable growth and success, moving Oklahoma forward to becoming a top-ten state.

The Oklahoma Department of Commerce seeks to fill an Industry Recruiter (Manufacturing) position. This position is a full-time position in the 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, visit the Oklahoma State Benefits Overview.](#) The annual salary for this position is up to \$95,000 based on education and experience.

## Position Overview

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, 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. The ideal candidate will have established business and industry relationships within the manufacturing sector or the ability to cultivate relationships quickly and easily. This recruiter should have a thorough understanding of the primary factors that influence expansion and location decisions, along with a positive “can-do” attitude, a proactive approach to collaboration, and a strong commitment to fostering economic development across the state.

This role requires good communication skills and 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 incentive programs, impact 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 at trade shows, special events, and other social networking opportunities. Foster and coordinate critical alliances of Oklahoma resources to assist with recruitment initiatives.

- Assist with trade shows, event management, and other aspects of in-market or out-of-market trips.
- 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 Relationship Management database to include data entry, search, document updates, performance measure tracking, business recruitment and expansion reports, and related monthly, quarterly or annual reporting.
- Become knowledgeable about various benefits of memberships and resources available 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.

## Minimum 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 a related field. An equivalent combination of education and experience may be considered.
- Knowledge of the manufacturing and advanced manufacturing sectors.
- 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.
- Ability to travel frequently within Oklahoma and occasionally out-of-state or internationally.

## 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, public speaking, and presentations 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.

## Preferred Skills and Attributes:

- Understanding of rural economic development dynamics as well as metropolitan growth strategies. (CEcD preferred)
- 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 Requirements

Work sometimes includes after-hours events to promote the state. Travel, both in- and out-of-state, is required. This position is in-office, located in Oklahoma City or Tulsa, with the expectation of in-office work in Oklahoma City 2-3 days a week.

## Federal Compliance Requirements

N/A

## Application Instructions

To apply, submit a resume, cover letter, and references through the official [Oklahoma state careers portal](#).

## Employment Disclaimer

This job announcement does not constitute an employment contract, expressed or implied. The Oklahoma Department of Commerce reserves the right to modify, withdraw, or close this job announcement at any time without notice. Employment with the State of Oklahoma is subject to applicable state and federal laws and agency policies.

## Equal Opportunity Employer Statement

The Oklahoma Department of Commerce is an Equal Opportunity Employer. The Department does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or veteran status.



# Accessibility Statement

This document is available in alternative formats upon request. The Oklahoma Department of Commerce is committed to providing equal access to employment opportunities.

## Contact Information

Oklahoma Department of Commerce  
Human Resources Division  
900 N Stiles Ave  
Oklahoma City, Oklahoma 73104  
<https://okcommerce.gov>