

EXPORT BUSINESS ADVISOR

Position: Export Business Advisor	Supervisor: Manager, EXPORTBelize
Current incumbent: TBD	Department/Unit: EXPORTBelize
Location: Belmopan	Last Revised: January 2020
PRIMARY FUNCTION: To actively participate in export development and trade promotion programs that will assist Belize's export sector to increase, diversify and consolidate their exports, as well as increase their competitiveness and sustainability.	
ESSENTIAL DUTIES & RESPONSIBILITIES: 1. Proactively explore the local market for potential Belizean export industries or products (goods and services) with export potential and interest to meet demands of the international market; 2. Compile sector and market research in priority sectors to promote to targeted export markets; 3. Identify trading opportunities in foreign markets for Belizean exports (including those provided under the trade agreements); 4. Assist in the development of an external market strategy through priority market definitions and foreign office export promotion programmes; 5. Engage Belize mission abroad to assist in accessing emerging markets by providing market/sector information and intelligence that can guide promotion efforts; 6. Facilitate linkages, match-making opportunities and negotiations between Belizean exporters and international buyers; 7. Conduct, coordinate and participate in seminars, awareness programs, missions, forums and participate in exhibition / seminars to support and promote Belize's Export sector; 8. Build and maintain extensive business contacts/networks with the regional and international Associations and other entities that can facilitate promotional efforts; 9. Prepare and maintain market profiles and other fact sheet to be used as promotional tools; 10. Assist in the identification of exporters in priority industries for competitiveness and capacity building;	

11. Develop and implement training, coaching, and mentoring programs to assist local companies to compete in both domestic and international markets;
12. Develop training manuals to complement training programs for all tiers of unit clients (near-export ready, export ready, new exporters and established exporters);
13. Organize other events to develop capacities of all tiers of unit clients;
14. Direct and implement training programmes for all tiers of unit clients;
15. Assist in the collaboration for identifying challenges faced by the exporting sector; develop plans to address these issues; and implement initiatives to strengthen the enabling environment for exporters;
16. Assist in the coordination of trade delegations (inbound and outbound) and other buyer-seller meetings to promote Belize's exports;
17. Assist in the coordination of successful participation of BELTRAIDE, Belizean exporters, and other agencies in relevant trade shows/missions, national tours, buyer-seller meets and other promotional events; including conducting presentations on trade opportunities to investors/exporters;
18. Liaises with relevant departments and Ministries to facilitate exporters and potential exports in obtaining relevant licenses and permits and to act as the bridge between private and public sectors;
19. Provide specialized advising to exporters and develop implementable actions plans to address individual challenges to improve their competitiveness and sustainability;
20. Develop and implement training programmes to build competences and capacities of exporters and potential exporters. These programmes can include a continuum of services including:
 - a. Provision of general information
 - b. Export preparation guidance
 - c. Market entry support
 - d. Export financing information
 - e. Product development
 - f. Quality Control
21. Liaises with financial institutions to act as a bridge between them and private enterprises needing assistance in accessing export finance;
22. Assist in the development of export business plan templates and other collateral materials and tools that can be used by exporters and potential exporters, inclusive of industry catalogues, market/industry profiles and other fact sheet to assist businesses with market research;

23. Conduct market research of targeted markets to determine market entry and other requirements and promotional strategies;
24. Collect, analyze, interpret and maintain records of developments in foreign trade policy, export procedures etc. that will affect Belize's export sector;
25. Develop case studies on successful exporters to document their success and experience throughout the export process to act a guide for new entrants;
26. Conduct research to identify relevant technical assistance sources through regional and international development agencies;
27. Works with Customer Relationship Management (CRM) software to monitor and update all customer relationships;
28. Use of databases and surveys to continuously keep abreast of export opportunities;
29. Update the Export page on BELTRAIDE's website on a regular basis to ensure that stakeholders have access to the most up-to-date and relevant information;
30. Assist in the implementation and coordination effort of the National Export Strategy;
31. Liaise with BSO's (local and international) for project implementation;
32. Execute any other relevant duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty based on acceptable standards. The requirements that follow are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's degree in Economics, Business Management, Project Management, International Trade, Marketing, Enterprise Development or related field
- Minimum of two (2) years working experience in business development
- Experience working with the Export sector an asset

Knowledge & Skills

- Keen knowledge of Belizean private and public sectors, financing, marketing, enterprise development, export procedures, project management, and quality control management
- Must be a proactive and critical thinker, with excellent problem-solving skills

- Exceptional knowledge of sales, marketing, business development processes
- Leadership, project management, and training skills
- Demonstrate strong and effective interpersonal and networking skills with ability to develop client and partner relationships
- Ability to listen to intended details attentively
- Possess financial analytical and research skills
- Efficiently work under pressure, meet deadlines, and handle multiple assignments simultaneously
- Excellent (effectual) oral/written communication skills, including presentation skills.
- Experience in national and international travel
- Computer literate in most Microsoft applications, be able to use customer relationship management (CRM) software,
- Second language is an asset, preferably Spanish
- Valid driver's license

Key Competencies & Attitudes

- Self-starter
- Strong analytical skills
- Team player
- Flexible
- Dependable
- Honest
- Mature
- Sound work ethics
- Detail oriented
- Proactive and strategic thinker

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit and

reach with hands and arms. The incumbent is occasionally required to walk, use hands or finger, handle, or feel objects, tools or controls, stoop, kneel, crouch and talk or hear.

The incumbent must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The incumbent will have his/her own office area and will be equipped with standard office equipment. The office will be at a moderate temperature with a noise level of low to moderate. The incumbent is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to BELTRAIDE.