

We are hiring an Industrial Development Specialist

The Laredo Economic Development Corporation, a private, non-profit economic development organization, is seeking an **Industrial Development Specialist (IDS)** for strategic planning, marketing, and attraction of new industries to the Laredo region. The IDS will research target markets, coordinate new business and industry contacts, implement attraction and marketing strategies, collect data, participate in special projects and development-related activities.

The IDS must be self-motivated with strong organizational and time management skills, excellent leadership and communication skills, technical writing and presentation skills, and ability to work in a team environment. Some U.S. and Mexico travel is required.

Duties include:

- Research, preparation and maintenance of data used for client profiles; response to requests for specific information by prospective industries; assist in research required for selection of target industries and related marketing programs; coordinates the preparation of materials for special development-related projects; hosts prospect visits to industrial sites and conducts follow-up functions; maintains an inventory of available land & buildings; prepares confidential monthly reports and analysis of prospect status; and assists in the preparation of marketing studies and materials, performance records and budgets
- Preparation of weekly, monthly, and bi-annual reports and presentations on industrial development and client activity, ensuring quality of documentation
- Maintaining strict confidentiality requirements and business ethics
- Reports to LaredoEDC President & CEO

Qualifications/Experience

- Graduation from a recognized college or university with a bachelor's degree in International Business, Economics, Marketing, or related field and at least three years of progressively responsible business, economic planning or related experience, or an equivalent combination of training and experience
- Computer, technical and strong marketing skills required.

Salary is commensurate with experience and education
in the range of \$50K to 55K plus benefits.

For additional information on duties and responsibilities,
please visit the LaredoEDC website at www.laredoedc.org

Laredo Economic Development Corporation is an Equal Employment Opportunity employer.

Please send a cover letter, detailed resume, and personal references to:

Laredo Economic Development Corporation
Attn: Yvette Peña
P.O. Box 2682
Laredo, Texas 78044-2682
yvette1@laredoedc.org