



## **BUSINESS DEVELOPMENT MANAGER, BILINGUAL FRENCH/ ENGLISH**

### **French Trade and Investment Agency**

Business France is the French governmental agency for Trade and Investment. Our mission is to promote French exports abroad and to help US-based companies set up or expand their activities in France.

We are seeking a Business Development Manager to complete our international investment promotion team, based in Chicago. This person will be in charge of working with American companies operating in the manufacturing industry and susceptible to investing in France. At least 2 to 5 years of relevant experience is required.

#### **Job Description:**

- Identify prospective companies and set up meetings with business executives
- Inform and advise American companies (from start-up to Fortune 500) at C-level on setting up or expanding a business in France
- Manage international expansion projects from identification to implementation, in collaboration with our main office in Paris and our economic development partners in France. This will include anything from deciding on location, to assisting with immigration procedures
- Develop strategies to maximize results based on market trend analysis
- Promote France as the ideal location for American companies' European development (for instance by initiating and speaking at business seminars, participating in networking events, etc.)
- Your role will be to facilitate business and communications between two cultures and ensure that both parties have a clear understanding of the projects at hand
- Travel may be required -est. 20% of time- mostly within Eastern US states

#### **Candidate Profile:**

- BA/BS preferably with relevant majors: economics, international studies/relations, business and/or marketing
- Dual English/French fluency required (written and spoken). To give an idea, it'd be most beneficial to have a C.1/C.2 level as much of the work is conducted in French
- Excellent communication skills; comfortable meeting with C-level executives and selling France as an ideal place to do business
- Strategic analysis
- Very good listener
- Project management skills and ability to multi-task



- Ability to expand and manage a network of contacts through networking events, conferences, and one-on-one meetings
- Self-starter, dynamic, comfortable working in a small team environment
- Though the work is primarily individual, you may be called upon to collaborate with colleagues and partners locally, nationally, and internationally
- Ability to meet deadlines with minimal supervision
- Proficiency with all MS Office applications
- Perfect knowledge of the French business environment and culture
- Good understanding of the Economic Development/Investment Promotion environment
- Driving license required
- Must be able to work in the United States (green card/citizenship)
- Available as of September 15<sup>th</sup>

Please respond to this posting by sending a **cover letter in French and a resume in English** to following address: [elodie.relier@businessfrance.fr](mailto:elodie.relier@businessfrance.fr)

We thank all applicants for their interest; however only those selected for interviews will be contacted.