



Job Description

Job Title: Coordinator, Certificate of Free Sale (Miami)
Reports To: Senior Manager of Administration & Export Compliance
FLSA Status: Non-Exempt
Approved By: Michael Schiffhauer
Approved Date: March 2026

BASIC PURPOSE:

This job is responsible for the administration of the Certificates of Free Sale Program, assisting the Miami office trade development team, and general office support, as warranted.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Manages the administration of the Certificates of Free Sale Program.
- Oversee the online web application processing of the certificates.
- Requires Sales Force data entry of applications with accuracy and efficiency.
- Process and manage the creation of certificates.
- Coordinate the notarization process with signatory approvals.
- Manage the distribution of the certificates.
- Ensure the quality of the program through the recording of volume, revenues, consultations and export actions derived for the program.
- Maintain all records and metrics reporting of the program.
- Provide administrative assistance to the Senior Manager of Administration & Export Compliance with general office duties, as warranted

SUPERVISION:

Not applicable

ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified with this posting.

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree (or equivalent experience) in international business, marketing, finance or international relations
- Five years of experience in business or international trade development
- General knowledge of Microsoft Office software programs.
- Communication capabilities that include verbal, written and presentation skills
- Experience with administrative processing and mass direct mailings.
- Notary certificate or must have the Notary certificate within 30 days paid by Enterprise Florida.

PREFERRED QUALIFICATIONS:

- Competency in a second, pertinent language: Spanish and/or Portuguese
- Sales Force and DocuSign experience, a plus.

To apply, contact:

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