



CAREER OPPORTUNITY
BUSINESS DEVELOPMENT REPRESENTATIVE

Salary Range: \$67,612 ~ \$103,104

APPLICATION SUBMISSION DEADLINE: EXTENDED **AUGUST 15, 2022** or until filled
THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING
INTERESTED CANDIDATES TO FILL THE POSITION OF **BUSINESS DEVELOPMENT
REPRESENTATIVE** FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN BEING
CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER** ~ Including desired Salary
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods;

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)
HR-BUSINESS DEVELOPMENT REPRESENTATIVE

OR.....

- **BY US. POSTAL SERVICE:**

THE PORT OF HUENEME
BUSINESS DEVELOPMENT REPRESENTATIVE
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041





The Port
OF Hueneme
Oxnard Harbor District

BUSINESS DEVELOPMENT REPRESENTATIVE

Overview & Responsibilities
Effective: January 2022



POSITION TITLE:	BUSINESS DEVELOPMENT REPRESENTATIVE
DEPARTMENT:	Business Development
POSITION DESCRIPTION:	
<u>GENERAL PURPOSE</u>	
<p>Under the general direction of the Chief Commercial and Public Affairs Officer, the Business Development Representative designs and implements market research and analysis to assist with marketing strategy, port’s market position and customer support for the Department. Provides research and assistance on various commercial and business development department initiatives; Prepares reports and assists with drafting commercial agreements, supports department teams by assisting with port market analysis, customer business development meetings, port partners and tenant communications.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:	
<ul style="list-style-type: none"> • Identifies and manipulates appropriate contacts and data sources for market research and analysis projects. • Assists with business development efforts in contract updates and preparation of terminal contracts • Researches and prepares detailed analysis to identify potential Port business opportunities and impacts within country trade lanes and commodity groupings. • Develops and maintains close ties with International strategic partners where applicable. Ensures compliance and enhancements to strategic port agreements and Memorandums of Understanding with Colleges, Agencies and Ports. • Provides customer support to current and potential new customers and tenants of the Port by giving the Port tours, organizing, and leading customer meetings, presenting Port materials and visiting with customers • Assists in the development and maintenance of economic and trade forecasts relevant to the Ports long term strategic plan and the annual budget preparation. • Fostering customer and community relations through events such as MAST and World Trade Week and through involvement in community initiatives, port tours, attending trade shows, community events; • Assist in promoting the use of the District’s FTZ #205 to shipping lines, importers, auto processors, terminal companies and other interested parties • Assists in the performance of all of the duties of the Grantee of FTZ # 205 including the preparation and filling of the Annual Report and the maintenance of the FTZ tariff and Zone Schedule • Assists in Trade Missions • Maintains a statistical database of cargo flows and customer profile contact lists that include key decision makers, commodities shipped, Ports used, etc. • Prepares and may present various administrative, summary and trade reports. 	

- Conducts targeted maritime-oriented promotional tasks such as giving tours to Port customers, preparing briefings and presentations regarding the Port's developments and marketing programs; assists and/or participates in Port-sponsored events such as trade shows, seminars, ceremonies, receptions, customer events, trade missions and marketing
- Keeps abreast of developments within the maritime industry.
- Ensures that market share and market trend reporting and analysis are performed in a timely and accurate fashion.
- Customer contracts are maintained up to date
- Maintains Customer Contracts Profiles
- Customer Service, prepares weekly market report data via JOC/Piers Reports
- Board agenda items assigned are prepared in timely manner
- Assist with Tariff/Schedule Updates based on research
- Assist with analysis and updates of presentations to stakeholders such as Board of Harbor Commissioners, Economic Development agencies, Shippers, Carriers and Third-Party Logistics companies.
- Assist with the identification of key markets opportunities and the preparation of targeted transportation cost analysis.
- Maintains open and productive communication with all Trade Development staff and other departments within the Port, to identify and meet their needs for market information.
- In conjunction with the market research analysts, attends Trade Development conferences and meetings as needed.
- Cross trains with the Communications and Marketing Specialist and Public and Government Relations Specialist to assist and serve as a backup as necessary.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Four-year college degree in business, economics or international trade related field required. Experience in customer relationship building, market research and statistical analysis desired, preferably with exposure to international business, maritime, trade and economic development.

QUALIFICATIONS

- Ability to coordinate extensive and in-depth studies related to real estate, logistics and global shipping trade trends and their local economic impact. Ability to make effective use of written and verbal reporting. Comprehensive knowledge of Microsoft Word, Microsoft Excel, Microsoft Access and PowerPoint. Willingness to accommodate a flexible schedule and work well under pressure to meet deadlines.
- Strong interpersonal communication skills that combine tact, patience and courtesy.
- Strong verbal and written communication skills.
- Ability to read and interpret complex customer contracts to ensure compliance and accuracy.
- Ability to sit and operate a keyboard to enter data into a computer for extended periods of time.
- Ability to reach overhead, above shoulders and horizontally and bend at the waist to maintain files.

Licenses; Certificates; Specific Requirements:

- Must be able to obtain a Transportation Worker Identification Credential (TWIC).
- Must have a valid drivers license and proof of automobile insurance.