



Job Posting

Position: Trade Assistant
Office: Philippine Trade and Investment Center, Department of Trade and Industry
Location: Washington D.C.

The Office is looking for:

An individual with strong work ethic

Holds a business, economics or communications degree

With relevant knowledge in market research and of Philippine economic policies.

Responsibilities include but are not limited to:

- Assist the office in matters of trade and investment promotion and trade policy pertaining to Philippine trade relations with United States.
- Establish connections with US government agencies, industry associations, chambers and other business service organizations.
- Monitor developments in US trade foreign and domestic trade and economic policy, especially those related to US-Philippine relations.
- Develop a reservoir of knowledge and expertise in specific Philippine industry sectors.
- Prepare presentations, speeches, correspondence, reports, letters, memoranda, forms and official documents including briefing papers, and records of meetings.
- Supports the Commercial Counselor in conducting technical research (i.e., regulatory, policy and statistical data gathering; processes statistical data for better data interpretation) for use in reports, presentations, trade performance monitoring and commercial intelligence
- Undertake public relations and communication work for trade and investment programs and projects.
- Attend meetings on behalf of the Commercial Counselor, as may be deemed necessary.
- Provides protocol and administrative support to visiting officials and business personalities (assists in coordinating meetings and events; prepares briefing folders; keeps calendar and makes travel and accommodation arrangements)
- Assist in administrative matters related to the duties as Trade Assistant; and,
- Perform other duties as may be tasked by the Commercial Counselor consistent with the legal mandate of the Department of Trade and Industry – Foreign Trade Service Corps.

Requirements:

University or College diploma

Legal authorization to work in US

Proficient in MS Office

Strong communication (written and verbal skills) in English

Ability to work flexible hours, including evenings.

Please send a cover letter and a CV/Resume by email to washington@dti.gov.ph and indicate "Trade Assistant Application" as the subject of your email. For any questions regarding this position, please email washington@dti.gov.ph