

## Job Posting: 5609 - Position: Trade Commissioner Assistant

<b>Co-op Work Term Posted:</b>	Fall 2018
<b>Application Deadline</b>	06/03/2018 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	05/16/2018 3:02 PM
<b>Job Posting Status:</b>	Expired

### Company Information

<b>Organization</b>	Global Affairs Canada
<b>Salutation</b>	Ms.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Trade Commissioner Assistant
<b>Address Line One</b>	Suite 418, East Tower, 220 4th Avenue S.E
<b>City</b>	Calgary
<b>Province / State</b>	Alberta
<b>Postal Code / Zip Code</b>	T2G 4X3
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Fall 2018
<b>Job Title</b>	Trade Commissioner Assistant
<b>Duration</b>	4 Months/Poss. Extension
<b>Job Location (City/Town)</b>	Calgary
<b>Job Description</b>	

#### Position Description:

Support the trade and investment activities of the Prairies and Northwest Territories Regional Office of the Trade Commissioner Service by performing duties related to increasing the export initiatives of companies in Alberta, Saskatchewan, Manitoba, and the Northwest Territories.

#### Primary Duties:

- Assist in the organization of events and business roundtables in which the Regional Office is involved (i.e. the Global Petroleum Show)
- Prepare and distribute newsletters and other communications products for clients
- Research various topics to support companies in their international business activities and follow up on general inquiries
- Assist officers with client research
- Take staff meeting minutes
- Perform additional tasks and assignments as required

#### Additional Information:

The Prairies and Northwest Territories Regional Office of the Trade Commissioner Service consists of the hub in Calgary, serving Alberta, Saskatchewan, Manitoba, and the NWT, including Satellite Officers co-located with other organizations across the Prairies. The student would be under the formal supervision and mentoring of one hub Trade Commissioner, but would have the opportunity to work closely on individual projects with other officers, allowing for wide exposure to different government departments and programs, industry sectors, client groups, and work approaches. In addition, training opportunities are often available, including computer applications, sector/market seminars, and professional development classes.

**Duration:** September 4th, 2018 to December 31st, 2018 (Negotiable). **\*Please indicate in your application if you would be available to work an additional 4 month term (January-April 2019).**

### **Job Requirements**

Required Qualifications:

- Canadian citizenship
- Minimum of two year postsecondary education in one of the above mentioned fields
- Must be enrolled in a co-op program at a recognized post-secondary institution over the duration of the work term
- Upon request, the applicant must undergo secret level security screening and clearance: [www.tbs-sct.gc.ca/tbsf-fsct/330-60\\_e.asp](http://www.tbs-sct.gc.ca/tbsf-fsct/330-60_e.asp)

Experience:

- Previous work in a professional office environment would be considered an asset
- Working with clients and/or customers
- Event and/or project planning
- Research from primary and secondary sources

Organizational Needs:

In support of achieving a diversified workforce, consideration may be given to candidates self-identifying as belonging to one of the following Employment Equity groups: Aboriginal peoples, Persons with a Disability, Visible Minorities, and Women.

**The following will be assessed at a later date (essential for the job)**

### **Knowledge:**

- Awareness of industry sectors in Prairies and Northwest Territories Region. Knowledge of the Oil & Gas sector would be considered an asset.
- International business networks and information sources
- Awareness of the Trade Commissioner Service

### **Abilities**

#### **Skills:**

- Computer skills and knowledge of programs such as Word, Outlook, Excel, Power Point and database

systems

- Strong written communication skills (write for business audiences without supervision or editing)
- Organize, prioritize and multi-task
- Strong oral communication skills

**Qualities:**

- Liaise with partners for business purposes
- Excellent client service
- Work independently under pressure

**Judgment:**

- Adherence to confidentiality
- Resourcefulness
- Recognizing when to take initiative
- Knowing when to ask questions

**Research/Problem Solving:**

- Arrange and confirm logistical information
- Undertake research from a variety of sources
- Effective use of information sources

**Teamwork:**

- Superior interpersonal relations
- Motivated
- Dependable
- Team player

**Requirement: Candidate must undergo a secret level security screening.** Preference will be given to candidates who have already obtained a secret security clearance through previous government work experience (please submit confirmation of secret security clearance with application) and can commit to working for 8 months.

<b>Preferred Academic Level</b>	Undergraduate
<b>All Programs</b>	No
<b>Targeted Degrees and Disciplines</b>	Bachelor of Arts (BA) Bachelor of Management (BMGT)  Accounting Computer Science BMgt Economics BA Economics BMgt Finance General Management Human Resource Management & Labour Relations Indigenous Governance and Business Management International Management Management Information Systems Marketing Political Science BA Political Science BMgt
<b>Projected Start Date</b>	September 04, 2018 12:00 AM
<b>Projected End Date</b>	December 31, 2018 12:00 AM

## **Application Information**

### **Additional Application Information**

**Additional application instructions:** If students have already obtained a security clearance from a previous government position, please include this in your application. **Please indicate in your application if you would be available to work an additional 4 month term (January-April 2019).**