

International Trade Assistant

Dublin Chamber of Commerce International Department:

(This position is also available under the national internship scheme JobBridge <http://www.intern.jobbridge.ie> Please use the search term 'International Trade Assistant' to view details.)

Candidate will be fully involved in the day-to-day operational based activities of the Chamber.

Participants will gain experience in delivering trade assistance to Irish SME'S with a particular focus on European, Indian and Chinese's markets.

Tasks

- Customer services: Assisting companies with queries relating to new markets
- Marketing: researching, compiling and circulating e-newsletters, e-shots, surveys, copywriting, proof-reading etc.
- Event Management & Admin: marketing, attendee registration, logistics etc.
- General Office duties

Person specification

Candidate should have an interest in gaining experience in international trade services.

Specify qualification required: Relevant BA Hons degree or relevant work experience

Competency in another European language or international experience would be an advantage.

About the Dublin Chamber of Commerce

The Dublin Chamber of Commerce represents the interests of businesses, both large and small, in Ireland's capital. The Chamber offers opportunities to businesses to promote their business and network with other members.

The Chamber provides a range of business services, including business training, visa and export documentation, international business opportunities, discounts for members on a range of business services and operation of the Enterprise Europe Network.

The Dublin Chamber also provides inward and outward trade support programmes and works in partnership with a number of bilateral associations, including the Ireland India Business Association and Ireland Hong Kong Business Forum.