
International Trade Analyst: Full-time position

TradeMoves is currently seeking a full-time International Trade Analyst to join our team. TradeMoves is a cross-border trade and customs advisory firm based in Silver Spring, Maryland. We believe trade makes the world a better place, and work where trade operations and trade policy intersect. We provide global intelligence and insights, develop smart trade tools, and support cross-border strategies for seasoned US exporters and importers to leverage global supply chains, minimize barriers to trade, and maximize opportunities in foreign markets. *Don't miss the opportunity to work for a small, hands-on trade firm.*

This *entry-level position* is designed to provide exposure to cross-border trade, customs and regulatory issues as well as opportunities to build upon existing areas of interest and develop trade knowledge, skills, and abilities. We are invested in the professional development of our team and are proud of the career accomplishments of our TradeMoves alumni.

Overview of Responsibilities: This is a research-heavy position which requires high attention to detail; strong communication, organizational, research, and analytical skills; and the ability to work well with others and independently. The selected candidate will support client projects and support TradeMoves' team in providing high-quality deliverables specific to clients' cross-border trade priorities. The following are typical responsibilities and assignments for this position, which may vary depending on client demands and workload.

Client-related projects

- Support cross-border supply chain projects including maintaining current tariff rates and import taxes related to movement of clients' goods across national borders, primarily for the processed food sector
- Conduct research on import requirements, customs issues, agriculture/food issues, regulatory measures, and trade policy issues of interest to clients
- Monitor proposed changes by governments to import requirements, standards of identity, customs issues, agriculture/food issues, regulatory measures, and trade policy of interest to clients
- Draft communication in response to client inquiries and information requests in a timely manner
- Work with team to ensure all projects and daily workload are being completed and escalated to the project lead as needed
- Conduct data analyses and maintain datasets and oversight of in-house and client databases
- Provide preparation and on-site support for clients' trade-related meetings/events, as needed
- Other trade projects and assignments, as needed

Internal support

- Support proposal development, research, and contribute suggestions and solutions for new projects
- Assist in managing, drafting, and publishing posts on TradeMoves' social media platforms, such as TradeMoves' blog, LinkedIn and Twitter
- Other administrative tasks, as needed

Knowledge, Skills and Abilities: The ideal candidate will have a strong foundation in international trade issues and concepts, and possess the following knowledge, skills, and abilities:

- Strong attention to detail and organizational skills
- Strong written and oral communication skills
- Excellent problem-solving skills and ability to think critically, and provide findings and supporting data
- Keen interest and proven ability to conduct extensive primary and secondary research (including data collection) on a wide range of products, markets, and trade impediments
- Demonstrated ability to prioritize and coordinate work and deliverables often in tight deadlines
- Reliable team member able to work on multiple tasks independently
- Tenaciousness to learn, exhaust available resources, and provide innovative solutions
- Outstanding interpersonal and client-service skills
- Proficient in Microsoft Office suite
- Foreign language skills preferred, but not required: Mandarin, Arabic, Russian, and/or French

Desired Experience:

- Bachelor's degree with 1 - 2 years of experience in the field of customs, regulatory affairs, or trade policy or
- Master's degree or pursuit of a Master's degree with concentration in an international field (trade, commerce, policy, economics, international relations) or ag/food science
- Up to date on current cross-border trade issues, including US trade actions and countries' countermeasures
- Familiarity with tariff classifications, the Harmonized Tariff System and experience with countries' tariff schedules
- Working knowledge of free trade agreements, reduction schedules, market access chapters, rules of origin, and quotas
- Familiarity with non-tariff barriers affecting movement of raw materials, intermediate goods, and finished food products
- Interest/experience in info-graphic design, proposal development, project management for research deliverables, and understanding the needs of a small company

Location:

- The office is located in downtown Silver Spring, 4 blocks from the Silver Spring metro (red line) and bus depot.
- Position is currently hybrid (combination of in-person with remote work opportunities). **At this time, we are not considering candidates seeking positions that are fully remote.**

Contact Details:

- Please send letter of interest, writing sample no more than 3 pages, and résumé to resumes@trademoves.net. Only candidates that provide all three documents will be considered.
- **No phone calls, please.** Only candidates selected for interviews will be contacted.
- **NOTE, applicants must be permitted to work in the United States.**