

## **International Trade Analyst: Full-time or Part-time/Intern position**

**TradeMoves is currently seeking Trade Analysts to join our team.** TradeMoves is an international 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 overseas markets. *Don't miss the opportunity to work for a small, hands-on trade firm.*

This *entry-level position* (full-time or part-time/intern) 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, workload and work schedule.

### *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:**

Full time:

- 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; and
- Interest/experience in info-graphic design, proposal development and project management for research deliverables, and understanding the needs of a small company.

Part-time or Intern:

- Pursuit of Bachelor's degree with coursework or experience heavy on research and interest in international trade, international commerce, **or**
- Pursuit of Master's degree with concentration in international trade, international commerce, government and foreign affairs, international policy, international economics, international affairs, or international relations; and
- Up to date on current cross-border trade issues, including US trade actions and countries' countermeasures; and
- Interest/experience in cross-border trade, info-graphic design; and understanding the needs of a small company.

**Contact details:**

- Please send a letter of interest, a writing sample no more than 3 pages, and résumé to [resumes@trademoves.net](mailto:resumes@trademoves.net). Only candidates that provide all documents will be considered.
- **No phone calls, please.** Only candidates selected for interviews will be contacted.
- **NOTE, the position is currently remote, however applicants must be permitted to work in the United States.**