

International Trade Intern

TradeMoves is currently seeking an International Trade Intern (minimum of 20-25 hours/week) to join our team. The position is designed to provide the selected candidate with opportunities to develop KSAs in trade, customs, and regulatory issues. Intern status with possibility to transition to Analyst in the future. *Ideal for an upper level undergraduate or first-year graduate student with flexible schedule.*

This position requires attention to detail; great organizational, research, and analytical skills; ability to work well with others; and strong communication skills. *Don't miss the opportunity to work for a small, hands-on trade firm.*

Overview of Responsibilities: This is a research-heavy position. The selected candidate will support client projects and TradeMoves' team in providing high-quality client services. The following are typical responsibilities and assignments for this position, which may vary depending on client demands and workload. These tasks are divided into client-related projects and internal support and may include but are not limited to:

Client-Related Projects

- Circulate/Communicate daily news briefings to clients related to trade and cross-border developments.
- Conduct research on import requirements, customs issues, agriculture/food issues, regulatory measures, and trade policy issues of interest to clients.
- Support tariff management projects (tariff rates and import taxes) related to movement of clients' goods across national borders. Includes data entry and oversight of in-house and client databases.
- 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.
- Work with team to ensure all projects and daily workload are being completed and escalated to the project lead as needed.

Internal Support

- Assist in managing social media accounts, including on LinkedIn and Twitter.
- Draft and manage posts for the TradeMoves blog.
- Conduct research and develop plans for relevant conference/trade show attendance/participation
- Market research for new/client business development.
- Other administrative duties, as needed.

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

- Exceptional attention to detail and organizational skills.
- 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 within tight deadlines.
- Reliable team member able to work on multiple tasks independently.
- Outstanding interpersonal and client-service skills.
- Demonstrated strong communication skills, both oral and written.
- Excellent problem-solving skills and ability to think critically and provide findings and supporting data.
- Tenacity to learn, exhaust available resources, and provide innovative solutions.
- Foreign language skills preferred, but not required: Mandarin, Arabic, Russian, and/or French.
- Proficient in Microsoft Office suite.

Desired Experience:

- Pursuit of Bachelor's degree with coursework or experience in the field of customs, regulatory affairs, import/export compliance, or trade policy, **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.
- Familiarity in 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 and non-tariff barriers affecting movement of raw materials, intermediate goods, and finished food products.

Contact details:

- Please send résumé, writing sample (2-page maximum on relevant trade policy issue) and letter of interest to resumes@trademoves.net. **No phone calls, please.**
- **NOTE, applicants must be permitted to work in the United States.**
- Only candidates that provide all three documents will be considered.
- Only candidates selected for interviews will be contacted.