



COMMERCIAL ASSISTANT – TEMPORARY POSITION

PREVIOUS CANDIDATES WILL BE CONSIDERED

The U.S. Consulate Melbourne is seeking an individual for the position of Commercial Assistant in the Commercial Service office. This is a temporary position for three months (with the possibility of a three month extension).

Salary: A\$69,055 pro rata + Superannuation Benefits.

Hours: 40 hours per week, Monday to Friday.

Requirements: Refer to Duties and Responsibilities Statement.

Forward letter, resume and response to the selection criteria to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT, 2600 by **March 3, 2010**.

Hand delivered applications cannot be accepted.

Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

POSITION TITLE:
COMMERCIAL ASSISTANT – TEMPORARY
POSITION

POSITION GRADE LE-8
(STARTING SALARY
A\$69,055/USD\$38,394 PRO RATA)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Incumbent provides a wide range of customer-focused programs and counseling services to U.S. and Australian firms aimed at bringing U.S products, services and investments to Australia, and enhancing the performance of US companies with existing Australian operations.

Major Duties and Responsibilities

Country-wide responsibilities for assigned industry sectors (75 %)

The incumbent serves as advisor to American officers in planning and conducting trade promotions and commercial reporting for the following industry sectors mining, oil & gas, power generation, alternative energy, chemicals and plastics, together with responsibilities for Victoria, Western Australia and the Northern Territory.

The incumbent provides high level customer service to client firms and stakeholders such as US Export Assistance Centers and other areas of the US Department of Commerce. The incumbent gives timely, high quality counseling and advice on the Australian market and provides services related to prospective business partners (IPS), due diligence reports (ICP), specific detailed market research information (CMR) and client visits to market (GKS). Aside from providing CS services, the incumbent makes recommendations to companies on which Commercial Service products and services best meet their needs. This could include the packaging of non-standard services into highly customized products (e.g. Platinum Key) for clients in need of more complex business services. The incumbent is expected to prepare in-depth market reports which respond to the interests of prospective and existing client companies by analyzing supply and demand, competition, trends, promotional possibilities and trade barriers in the industry.

The incumbent develops and performs a number of trade program activities such as organizing International Buyer Program delegations, trade missions, trade fairs, technical seminars, single company promotions and other post-initiated events. The incumbent also identifies the most important trade exhibits in the U.S. and may organize groups of Australian firms to attend them. Briefs local buyer groups on business practices and advises them in partnering with appropriate U.S. firms, and briefs US business delegations on the Australian market and local business practices.

Other Programs and Support (20 %)

The incumbent develops and maintains contact with local government authorities and national organizations for networking and outreach. He/she uses these contacts to identify and recommend solutions to trade issues, resolve trade complaints, identify trade

opportunities and likely partners. Liaises closely with government officials, associations and private sector companies to assist with FTA outreach.

LAN and Administration Management (5%)

Responsible for supporting systems administrator with the CS Melbourne computer LAN network, including the installation of new users and software. Duties include assisting the CS Melbourne users with advice on computer problems. Responsible for assisting with the CS Melbourne student intern program, including the recruitment of interns, handling the interviews, managing the application process, coordinating with PSO for necessary clearances, arranging interns' work plans and monitoring the interns' progress. Develops contacts within local universities to increase the participation in the student intern program. Provides back up administrative support including time and attendance reporting for CS Melbourne, collecting price quotes for CS direct purchases and liaising with CS Sydney on bill processing.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a university degree in Economics, Marketing, Engineering, Business/Public Administration, Commerce, International Business or Journalism is required.
2. Three years progressively responsible experience in economic research, marketing or sales, business management, trade promotion, commercial banking, or journalism is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. The ability to gain a thorough understanding of US Commercial Service trade promotion goals, programs and procedures, including marketing strategies and reporting requirements is required.
5. Ability to plan, organize and prepare precise and accurate reports embodying in-depth analytical evaluations is required.
6. Demonstrated computer skills, including word processing, desktop publishing, database and spreadsheet applications is required.

THE DEADLINE FOR APPLICATIONS IS MARCH 3, 2010.

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.