

POSITION DESCRIPTION: COMMERCIAL ASSISTANT

This document lists the major duties and responsibilities of the Commercial Assistant

MAJOR DUTIES AND RESPONSIBILITIES

COMMERCIAL DUTIES

Program Planning: Defines country commercial goals and objectives in accordance with the DOC Commercial Service (CS) guidelines to ensure an integrated, coordinated, creative and technically proficient commercial team is maintained and capable of advancing U.S. interests. Formulates a commercial program that will realistically develop additional trade opportunities, support viable promotion program and activities, identify and helps to resolve market access issues, and otherwise performs the full range of standard functions.

Contacts: Develops and maintains close and frequent high-level consultative contacts with senior officials throughout the host country government, so that effective representations can be made on a wide range of commercial issues and/or activities. Liaises with senior host country representatives on a wide range of bilateral or multilateral trade, investment and related issues and coordinates discussions and negotiations by U.S. Government (USG) teams visiting the country. Supervises or participates in briefings for USG and VIP visitors. Maintains a close cooperative relationship and serves as the USDOC Embassy liaison to the local American Chamber of Commerce Executive Board. Establishes and maintains cooperative relationship with all other appropriate trade and industry multipliers and associations, including the local and American business communities.

Commercial Program Support: Job holder provides responsive information and active assistance to American and local business representatives through correspondence, direct external meetings, trade events. Ensures that U.S. new-to-export and new-to-market small-and medium sized business firms are accorded special consideration and assistance to facilitate their entry into the host country market. Provides facilitative services to help U.S. companies resolve trade complaints, disputes, patent infringements and trademark problems. In partnership with the Advocacy Center in USDOC, provides services to assist U.S. companies in advocacy cases. Advocates on behalf of U.S. companies to ensure a fair and transparent bidding process and a level playing field. Covers all industry sectors with the full range of CS client services, paying particular attention to sectors of strategic interest, such as the medical, transportation, tourism, energy and information/communication technology sectors. Job holder is delegates responsibility and authority to plan and carry out all major programs within the parameters of guidance issued by the International Trade Administration (ITA) and CS Headquarters (HQ) in Washington D.C. Reports and analyses are submitted in final.

Commercial Information Support: Collects reports and updates commercial information used for bilateral trade discussions and negotiations, with particular emphasis on host country procurement and standards activities.

Provides information and assistance to U.S. firms competing for public tenders and procurement contracts. Writes analytical reports indicating how the host country's complex laws, policies and business practices affect U.S. trade and investment. Supervises preparation of the annual Country Commercial Guide. Develops Post's annual market research plan ensuring timely completion and submission of market research and other reports.

ADMINISTRATIVE MANAGEMENT

Interagency Coordination: Ensures that the Embassy's Commercial Section coordinates with other agencies at Post, as appropriate to further overall commercial objectives. Coordinates closely with direct-hire U.S. officers. Coordinates closely with the Political/Economic Affairs Section on relevant trade and economic issues, outreach, market access barriers, advocacy and other initiatives. Provides expert-level commercial knowledge and support to other USG agencies.

Advice and Consultation: Serves as the principal advisor to the Ambassador, DCM and ECON Officer on commercial matters, USDOC issues and activities, and commends courses of action. Keeps the Ambassador, DCM and ECON Officer apprised of significant developments in the local commercial sector, particularly as it relates to U.S. interests. The Ambassador and the DCM provide guidance on special Embassy or USG priorities, policies and objectives. Consults as appropriate with the Ambassador, DCM, and other Embassy or Consulate sections/agencies as necessary. Management: Job holder oversees revenue generation and their expenditures from the sales of CS products and services, ranging in value from \$1000 - \$10,000 annually.

ECONOMIC ANALYSIS

Maintains and develops a range of high level contacts in the public and private sectors. Identifies reliable information sources in order to obtain information for reporting on economic and commercial issues relevant to U.S. interests. Maintains a close working relationship and smooth information exchange with high level contacts within the government and banking sector. Maintains close relationship with leading companies in Iceland and their CEO's.

-Stay up to date in matters affecting the Icelandic economy. Serves as an advisor to the Ambassador, DCM and ECON Officer on the issues.

-Constantly monitors developments and conducts spot reporting on own initiative.

-Conducts research and analysis on the full range of complex technical issues, including the financial sector, trade, manufacturing, macroeconomics performance, key-economic development, investment, telecommunications, and export financing.

-Drafts cables, briefing memos and other documents on his/her own initiative.

-Reads and interprets economic data. Produces charts and graphs to represent economic data. NOTE: This job description does not imply that those are the only duties to be

performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.