

# Vacancy Announcement – Trade & Investment Development Officer

The Trade and Investment Section, Consulate General of Pakistan Los Angeles USA is looking for a Trade Development Officer (TDO) to join the team. The candidate will engage in trade and investment promotion activities while reporting directly to the Trade and Investment Counsellor ). The main role would be to assist in the overall objective of facilitating trade and business opportunities for Pakistani companies in the West Coast of USA. The job offers an exciting opportunity for professionals in international trade, enterprise support, and government affairs.

The Trade and Investment Section, Consulate General of Pakistan Los Angeles, helps Pakistani companies develop trade and investment relations with the West Coast states of the USA. The TDO will be responsible for developing a chain of opportunities in important sectors, networking with relevant business contacts, and promoting Pakistan's exports and inward FDI.

The position entails exposure to high-profile contacts in the private and public sectors and requires a high level of resilience and professionalism.

## Major Responsibilities

- Develop marketing programs and implement marketing campaigns for promoting the export of Pakistani products/services and investments to Pakistan from the 10 states under the jurisdiction of the Consulate General of Pakistan in Los Angeles
- Prepare, customize and/or edit market reports on the USA markets on a range of products and services of interest to Pakistan.
- Seek, identify, and report export opportunities to build a pipeline of opportunities for Pakistani companies using various sources including market intelligence, stakeholder engagement, and online assessment tools.
- Maintain and update client database including Pakistani exporters, local importers, and Pakistani diaspora businesses.
- Liaise with the potential business partners of USA and Pakistan, including Government and private businesses to establish investment and trade linkages between both sides.
- Provide event management service for trade missions, exhibitions, and conferences as well as other internal and external events supported and/or organized by the Consulate.
- Arrange meetings for the Trade and Investment Counsellor with Pakistani and local businesspersons, companies, and others.
- Prepare talking points for the meetings, take notes during the meetings, prepare draft minutes / record-notes of the meetings, and take follow-up actions/correspondence.
- Develop and maintain professional working relationships with a range of internal and external stakeholders, including industry associations, chambers of commerce, and relevant organizations.
- Perform miscellaneous duties assigned by the Superior Officers

## Essential Qualifications & Experience

- A minimum Bachelor's degree in any of the following: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade / Business relations, International Relations, Data Sciences or an equivalent from a recognized institution.
- work experience, preferably in trade-related matters or organizations.

## Desirable Qualifications & Skills

- A good understanding of international trade
- Excellent interpersonal, written and oral communications skills combined with strong presentation and speaking skills.
- Proficient with technology and digital literacy, with experience in but not limited to, MS Word and Excel.
- Ability to establish and maintain a healthy working environment and relationships with all stakeholders.

**Application deadline:** 17 August, 2024

**Type of position:** Full-time

**Working hours per week:** 38

**Location:** Los Angeles USA

**Nationality:** USA (Work authorization or Citizenship)

Interested candidates may email their CV along with Cover Letter to [trade\\_division@pakconsulatela.org](mailto:trade_division@pakconsulatela.org)