

The Trade Department at the Danish Embassy in Moscow is looking for a new staff member

Position: Export advisor

Type of employment: Full time

Starting date: 1st of September 2018

Location: Danish Embassy in Moscow, 9 Prechistensky Pereulok, 119034 Moscow

Deadline for application: 1st of August 2018

The Embassy is seeking to recruit a dynamic, positive, energetic, pro-active, open-minded and results-oriented Export Advisor.

You will be working in a team of 9 employees. The main tasks of the Trade Department is to offer highly qualified consultancy to Danish companies within a wide range of services in different sectors in order to promote Danish export on the Russian market.

As an Export Advisor you will both be responsible for your own portfolio of projects as well as a team member in projects ran by other Export Advisors. You are expected to show a high degree of flexibility in contributing to the wide variety of tasks and projects performed by the Trade Department.

Job description:

- Assistance to Danish enterprises in export promotion and development of cooperation with Russian companies.
- Arranging PR campaigns for the Danish companies.
- Preparation and participation in seminars, companies presentations, conferences, exhibitions, Visiting trade fairs and making fact finding missions to Russian regions.
- Contact to Russian authorities.
- Trouble shooting according to companies needs.
- Sale of services for the Danish Trade Council, the part of the Ministry of Foreign Affairs assisting Danish companies on export-markets.

Professional skills:

- Some experience in dealing with business and/or Russian public authorities;

- Knowledge of the Russian commercial systems is an advantage.
- Knowledge of the Energy and Environmental sector is an advantage, but not a requirement.
- Very strong networker.
- Strong communication skills both orally and in writing.
- Fluent in Russian and English.
- Knowledge of Danish is an advantage, but not a requirement.
- Good user-level knowledge of IT

Personal skills:

- Competitive drive and motivated by ambitious targets.
- High level of flexibility to adapt to internal and external demands.
- Team player – you are always ready to help out – also cross-cutting.
- Practical sense – and readiness to get also the little practical and administrative things done.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Working with interesting and stimulating tasks
- Great opportunities for further development of your professional and personal competences.
- A large degree of self-dependence
- Travelling to Denmark and internally in Russia

Employment conditions

- You will be offered a full time position for 1 year, with an option of extension for another 2 years depending on your performance.
- Your standard working hours will be 38 hours per week.
- You will be entitled to 22 days of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process

To apply for the position, please send your application (cover letter and CV) in English to either Thomas Mortensen, Minister Counsellor, e-mail thomor@um.dk or Svetlana Chernova, Commercial Attaché, e-mail sveche@um.dk marked Export Advisor **no later than Wednesday the 1st of August 2018.**

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews – expected to take place between the 6th and the 10th of August 2018.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact either Thomas Mortensen, Minister Counsellor, e-mail thomor@um.dk or Svetlana Chernova, Commercial Attaché, e-mail sveche@um.dk.