

The Philippine Trade and Investment Center - Kuala Lumpur (PTIC-KL) is looking for a Filipino or a Malaysian national for the position of Trade Assistant. Hire date shall be on September 1, 2019.

#### **GENERAL JOB DESCRIPTION FOR THE POSITION OF TRADE ASSISTANT**

With supervision by the Commercial Attaché, the Trade Assistant shall:

1. Assist the Philippine Trade and Investment Center-Kuala Lumpur in matters of trade and investment promotion and commercial policy pertaining to Philippine trade relations with Malaysia;
2. Prepare appropriate replies to written and phoned-in inquiries and communications from the Philippines and Malaysia, as well as those relating to trade policy, trade promotion and investments;
3. Receive and respond to inquiries and requests of walk-in visitors;
4. Disseminate to relevant Malaysian companies and government agencies various informational materials on the Philippines as well as invitations to trade and/or investment related activities in the Philippines and Malaysia;
5. Assist in coordinating the requirements of Philippine Trade and Investment Missions, Fairs, Seminars, and visiting Filipino Businessmen;
6. Maintain and manage the office filing systems;
7. Prepare official reports for submission to Head of Office, to the Embassy of the Philippines in Malaysia, and other relevant agencies and organizations;
8. Act as appointments secretary of Commercial Attaché;
9. Assist in administrative matters related to the duties as Trade Assistant; and,
10. Perform other duties as may be tasked by the Commercial Attaché consistent with the legal mandate of the Department of Trade and Industry – Foreign Trade Service Corps.

Basic qualifications:

- Fluent in English
- A university degree

For more details, please contact us through the following:

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