

## **Advertisement**

Embassy of Pakistan in Warsaw invites applications for the following post:

### **Trade Development / Marketing Officer**

#### **Job Description**

Assisting businesses from Pakistan and Poland to promote bilateral trade. Besides this, advising them about market opportunities, facilitation of contacts, marketing and sales strategies for both goods & services through market intelligence and analysis. To be in touch with both public and private sectors in Poland, for promotion of Pakistani products in local markets. To arrange business fairs / exhibitions of Pakistani products in Poland and arrange participation of Polish companies, importers/exporters in fairs and trade delegations to Pakistan. To prepare periodical, annual and special reports regarding trade related issues. To act as interpreter in meetings of Mission as well as for meetings of visiting entrepreneurs from Pakistan. Travelling is an inherent part of the position.

#### **Qualifications**

- The applicant must be a graduate. However, candidate having degree in Business, Trade Development or Marketing, Economics, International Trade will be preferred.
- The applicant must have excellent knowledge of English and Polish both spoken and written.
- He / She must have very good communication skills, ability to work under pressure and in a team.
- He / She must have very good knowledge of MS Office.
- Experience in trade development / promotion with multinational companies or any Embassy's Commercial Wing would be given preference.

Interested candidates may send applications along with CV in English by **9th August, 2018** to the following e-mail:

[receptionpewaw@gmail.com](mailto:receptionpewaw@gmail.com)