

**GLOBAL AFFAIRS CANADA**  
**TRADE COMMISSIONER SERVICE**

**Position:** Trade Commissioner Assistant  
**Type:** Co-op

**Deadline:** July 25, 2021

**Duration:** September 2021 – December 2021 (with possibility of 4-month extension)

**Requirement:** Successful candidate must obtain a secret level Government of Canada security clearance. Preference may be given to candidates who have already have valid clearance (please submit confirmation of secret security clearance with your application, if applicable).

**Salary:** See *Terms and Conditions for Employment of Students* at [www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca), under Policies

**Location:** Winnipeg, MB or Regina, SK or Saskatoon, SK

**Discipline:** All fields of study will be considered, but preference may be given to students in the faculties of Commerce/Business, Communications/Public Relations, Political Science, or International Relations

**Application:** *Address your cover letter, resume and transcript to:*  
Mona Taylor  
Deputy Director, Regional Office of Manitoba and Saskatchewan  
Global Affairs Canada

Cover letters (not to exceed 2 pages) should clearly demonstrate how the candidate meets the experience criteria listed below.

**Position Description:**

The student supports the trade and investment activities of the Manitoba and Saskatchewan Regional Office of the Trade Commissioner Service by performing duties related to increasing the export initiatives of companies in Manitoba and Saskatchewan.

**Primary Duties:**

- Assist officers with market and company research
- Prepare and distribute newsletters and other communications products (e.g. social media, event invitations, meeting requests) targeting TCS clients
- Research various topics to support companies in their international business activities and follow up on general inquiries
- Draft correspondence to respond to client inquiries
- Take staff meeting minutes
- Perform additional tasks and assignments as required
- Assist in the organization and execution of events and business roundtables in which the Regional Office is involved (i.e. Webinars, events, conferences and ministerial visits)\*

**Experience:**

- Previous work in a professional office environment would be considered an asset
- Working with clients and/or customers
- Event and/or project planning
- Research from primary and secondary sources

- Microsoft Suite (Outlook, Excel, Word, Powerpoint)
- Experience working with online collaboration platforms (ie. Microsoft Teams, Zoom) would be an asset

**Required Qualifications:**

- Canadian citizenship
- Minimum of two years of postsecondary education in one of the above mentioned fields
- Must be enrolled in a co-op program at a recognized post-secondary institution over the duration of the work term
- Upon request, the applicant must undergo secret level security screening and clearance: [www.tbs-sct.gc.ca/tbsf-fsct/330-60\\_e.asp](http://www.tbs-sct.gc.ca/tbsf-fsct/330-60_e.asp)

**Organizational Needs:**

In support of achieving a diversified workforce, consideration may be given to candidates self-identifying as belonging to one of the following Employment Equity groups: Aboriginal peoples, Persons with a Disability, Visible Minorities, and Women.

**The following may be assessed at a later date (essential for the job):**

**Knowledge:**

- Knowledge of the Canadian Trade Commissioner Service.
- Knowledge of industry sectors in Manitoba and Saskatchewan.
- Knowledge of Microsoft Office, with an accomplished level of proficiency with Excel, Word and Outlook.

**Abilities:**

- Ability to plan, organize and establish priorities in order to handle several projects simultaneously, with sufficient attention to detail.
- Ability to conduct research, compile data, and prepare documentation for consideration and presentation by others.
- Ability to plan and make arrangements for in person and virtual events, such as meetings and conferences.
- Ability to communicate effectively orally.
- Ability to communicate effectively in writing (write for business audiences without supervision or editing).

**Competencies:**

- Initiative
  - Remains alert to, and pursues opportunities for innovative/creative solutions.
  - Recognizes and acts upon present opportunities.
  - Acts promptly and with confidence when a situation requires a quick-decision.
- Client Service Orientation
  - Follows up with clients, continually providing updates on work done, work in progress, and reasons for delays/problems.
  - Listens attentively to clients' concerns and tries to understand the situation from their perspective.
- Teamwork and cooperation
  - Willingly accepts and quickly adapts to an assigned role as a member of a large or small team.
  - Shares expertise and insight with others.
- Judgement
  - Able to determine what information is needed to assess a situation.
  - Know when it is appropriate to seek advice or ask questions.
  - Recognize and review the relevant factors of a situation or problem.

**Additional Information:**

The Trade Commissioner Service Regional Office of Manitoba and Saskatchewan consists of a hub in Winnipeg, with satellite officers working in Saskatoon and Regina. The student will be under the formal supervision and mentoring of a Trade Commissioner, but will have the opportunity to work closely on individual projects with other officers, allowing for wide exposure to different government departments and programs, industry sectors, client groups, and work approaches. In addition, training opportunities are often available, including computer applications, sector/market seminars, and professional development classes.

\* Please note that in response to COVID-19, employees at the Regional Office of Manitoba and Saskatchewan are currently working from home. Candidates must be prepared to either work from home or the hub office as applicable.

Please visit [www.tradecommissioner.gc.ca](http://www.tradecommissioner.gc.ca) for more information.

**ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.**