

Job Title	International Trade Intern
Organisation	Organisation World Trade Centre Dublin (WTCD)
Reporting To	Reporting to World Trade Centre Dublin Trade Advisory Team
Purpose	Purpose To make a valuable contribution to the development and competitiveness of the World Trade Centre Dublin & Web Port Global
Location	Dublin City Centre
Contact	Ryan O'Regan (+353 (0)1 662 4032) ryan.oregan@webportglobal.com
Description	
<p>The role sits with one of the world's most respected and professional organisations. World Trade Centres have thousands of employees worldwide and influence international business on a daily basis. With a new Dublin Operations Centre, the WTCD is developing an online international trade offering to showcase products and services around the world. Key to the role of 'International Trade Intern' is the ability to assist and support trade advisory services to clients. Business areas will include export marketing, procurement, supply chain & logistics, customs and finance.</p>	
Person Specification	
<ul style="list-style-type: none"> ▪ Sales and marketing experience desirable ▪ Degree or in the process of completing a degree in business, marketing or international trade ▪ Interest in international business and trade community ▪ Very strong communication skills ▪ Strong research and reporting skills ▪ Experience of meeting clients and handling queries ▪ Effective in identifying problems, seeking pertinent data and recognising important information to solve business problems ▪ Commitment to exceeding client expectations and delivering the highest standard in customer service ▪ Flexibility and openness 	
Role Description	
<ul style="list-style-type: none"> ▪ Web and phone based support with external queries ▪ Contribute to ongoing sales and provide input to the development of products, services and programmes ▪ Assist with and support meetings with SME's locally to showcase trade advisory capabilities, products, channel partners and client offerings <ul style="list-style-type: none"> ▪ Participate in meetings and groups to tailor our product offerings for traders ▪ Assist in conducting member assessments and vetting ▪ Support the development of member and user training guides ▪ Act as a point of contact in providing support to members and partners regarding queries on services, portal usage and benefits of membership ▪ Up selling value added services to new and existing clients ▪ Supporting product development and testing - member online services 	

Skills Developed

- Strategic marketing skills
- Business planning skills
- Improved business problem solving capabilities
- Assessment skills, ability to probe
- Customer retention and loyalty building skills
- Increased understanding of the practical everyday problems facing internationally trading SMEs
- Improved negotiation skills
- Understanding of how new IT solutions can assist trade, marketing and customer service
- Empathy, tact and patience skills developed

Additional Benefits

This is an exciting opportunity for an individual to take an active role in shaping and delivering services for one of the world's most professional and respected organisations. The individual will become an integral part of the formative team. He/she will have the opportunity to work with and learn from very experienced international trade professionals and advisors. He/she will also have the unique chance to work with a very well respected and experienced management team. WTCD is part of the Drew Company with runs and operates the World Trade Centres in Boston and Washington DC. This offers the individual the opportunity to work closely with and learn from colleagues in the USA. Every opportunity will be afforded to the right candidate to allow them to develop their career including mentoring and educational assistance. The position includes a travel stipend sufficient to cover any daily work commute.