



Assistant to the Commercial Advisor – Energy Sector

Position:	Assistant to the Commercial Advisor
Type of employment:	Local contract based on the Staff Rules of the Mission
Starting date:	To be Decided
Location:	The Royal Danish Consulate General in Sao Paolo
Deadline for application:	06/07/2023

Can you help to make a difference for Danish companies in Brazil within the Energy sector? Do you thrive to develop and promote innovative and sustainable solutions? Moreover, do you possess an efficient and coordinative overview? Then perhaps you are our new Assistant to the Commercial Advisor at the Royal Danish Consulate General in Sao Paulo.

The Royal Danish Consulate General in Sao Paulo is looking to hire an energetic full time Assistant to the Commercial Advisor of the Trade Council in Brazil for the Energy team. The main objective of The Trade Council in Brazil is to promote Danish commercial interests in Brazil. We do this by assisting and developing strategies for Danish companies with a number of activities from market analysis, customer and partner search, to strategic business development etc.

The position

As an Assistant to the Commercial Advisor, you will be a part of the Energy team in Brazil. We identify possibilities for Danish business in Brazil by monitoring and analysing current market trends and to present business opportunities for Danish companies and, through your counselling you can take part in securing that the companies gain new knowledge about Brazil, and a strong foothold in the market.

Brazil can potentially become one of Denmark's most important markets within the Energy sector. The role as assistant to the commercial advisor will be to provide any needed information and assist the Commercial Advisor and Danish companies. The right candidate, with drive and flair for digital solutions will get the opportunity to affect the content of the position, and we highly appreciate you bringing new ideas and perspectives to the table with the companies in focus. We are looking for an outgoing and proactive person, who is keen to learn and develop to a competent team player delivering service and making a difference for the team and the companies.

Your main tasks and responsibilities will be to assist the Commercial Advisor with the following tasks:

- Coordinate the activities and be the intermediary between Danish companies and Brazilian partners and customers
- Identifying and establishing contact with relevant Brazilian stakeholders
- Gathering, analysing and presenting information relevant to strategic alliances
- Taking part in developing ideas and export strategies for Danish companies
- Organizing activities, i.e. delegation trips to Brazil/Denmark, incl. workshops
- Planning and setting up business meetings and company visits in Brazil and Denmark

- Present business alliances with the latest updates on the market, from business meetings and most importantly coordinate alliance status meetings

Requirements

- Relevant education within the field of energy (preferably a degree in engineering)
- Commercial competences within the field of energy
- Knowledge/Interest in Brazil and the Brazilian market and a strong willingness to keep up with current market trends
- Business oriented, can identify business opportunities and have a good understanding of opportunities and challenges that companies face when going abroad
- Good team working skills and are outgoing
- Ability to establish close and systematic customer relations through the entire process - from proactive sales to execution. Including strategic cases.
- Fluent in English (mandatory)

Employment conditions and what we offer

- You will be hired as an “Assistant to the Commercial Advisor” at the Royal Danish Consulate General of Denmark in Sao Paulo on a permanent contract.
- You will be hired on a local contract based on Mission Staff Rules
- Starting date is as soon as possible after security clearance.
- Your standard working hours are 40 hours per week
- Your salary will reflect your qualifications, relevant work experience and proven work-related results

Questions and Application process

For any questions regarding the position, please contact Lucas Paulo Barbosa da Silva, Commercial Advisor, on lucsil@um.dk

To apply for the position, please send your application (cover letter, CV, relevant references and proof of relevant education) to saogkl@um.dk no later than 06/07/2023. Please write “Assistant, Sao Paulo + Name” in the subject line.

Selected candidates will be invited for interviews. Interviews will be scheduled as relevant candidates apply, and the position will be filled as soon as possible.

We encourage you to apply early in the process, as applications are evaluated continuously.

About us

The Trade Council is the governmental export and investment promotion organization under the Ministry of Foreign Affairs of Denmark. The organization comprises all governmental activities designed to promote Danish export and foreign investment in Denmark under one roof. Our purpose is to bring value to our clients in Denmark in terms of growth and job creation. For further information visit <https://thetradecouncil.dk/>

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