



EMBASSY OF DENMARK

Commercial Trainee 2025 [Part-time] Job Description

The Danish Economic and Commercial Office in Ho Chi Minh City (DECO) is an integrated part of the Embassy of Denmark in Hanoi.

DECO is located at CENTEC Tower in downtown Ho Chi Minh City. Our office is the local focal point for Danish companies and their Vietnamese partners assisting Danish companies in business activities in Vietnam. Our Trade and Investment advisors assist Danish companies, who benefit from our extensive network among Vietnamese authorities and the business community. For more information about the Embassy and the Danish Economic and Commercial Office, see www.vietnam.um.dk

The Danish Economic and Commercial Office in HCMC - Embassy of Denmark is looking for a part-time trainee for the Commercial Section with details as follows:

Scope of work:

1. Assist Trade Advisors and Commercial Section in providing advice and assistance to Danish companies in their export, investment and outsourcing activities in Vietnam through market analyses, supplier searches, match-making, marketing assistance, contacts to local authorities, visit programs and practical assistance
2. Liaison with local authorities in assistance for Danish enterprise applications
3. Take care and update the database for DECO
4. Assist in organizing visit programs, seminars, conferences and other trade promotion activities held by the Trade Council
5. Other administrative tasks for Commercial Section

Qualifications

- The candidate should be studying 1st or 2nd year (means approximately 2 year available until graduation) with a Commerce major.
- The candidate must have excellent computer skills and be fluent in written and spoken English and Vietnamese.
- Knowledge of graphic design, brochure design is a plus
- Knowledge of investment law, business license is also a plus
- The candidate who has experiences in working in a similar aspect will take advantage.

Job requirements

- Possessing excellent computer skill, communication and English skills
- Careful, detailed and procedure-oriented



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- Hard-working and be able to work over time during the peak season (delegation visit, high-level visit, end of the year)
- Be able to work 20 hours a week (half-day shifts, from Monday to Friday)
- Can start the job from October 1st, 2025

Benefits

- Salary: USD 236 Gross per month
- Health insurance and social insurance
- A dynamic and an international working environment
- The labor contract will expire when the student graduates his/her study at university. However, a contract extension may be considered if the student continues his/her study for a higher degree and wishes to maintain his/her work at the Embassy

Application

Please send your CV and Cover Letter in English to email myvule@um.dk with the subject "[DECO-2025] Commercial Trainee – Full Name" **before 23:59, 12th August 2025.**

Please be noted only shortlisted candidates will be contacted.