



## Commercial Trainee 2024 [Part-time] Job Description

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Vietnam and Laos. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 40 employees. For more information about the Embassy, see [www.vietnam.um.dk](http://www.vietnam.um.dk).

The Embassy of Denmark is looking for **02 part-time** trainees for the Commercial Section with details as follows:

### Scope of work

Assist in providing advice and assistance to Danish companies in their export, investment and outsourcing activities in Vietnam through:

1. Market research & analysis, partner & supplier searches, match-making, marketing assistance
2. Liaison with local authorities in assistance for Danish enterprise applications
3. Assist in organizing visit programs, seminars, conferences and other trade promotion activities held by the Trade Council
4. Practical assistance and other administrative tasks as required

### Requirements

- Preferably first or second-year students;
- Have great computer skill, communication and research skill;
- Be fluent in written and spoken English and Vietnamese;
- Enthusiastic, energetic, hard-working and can work over time during the peak season;
- Can work **20 hours** a week (half-day shifts, flexible schedule from Monday to Friday):
  - Morning: 08:30 AM – 12:30 AM
  - Afternoon: 01:30 PM – 05:30 PM
- Can start working from **March 2024**.

### Benefits

- Salary: USD 210 Gross per month
- Health insurance and social insurance
- Annual leave with salary
- End-of-year Retreat

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 via email [nklinh@um.dk](mailto:nklinh@um.dk) before **23:59 December 31<sup>st</sup> 2023**. **Subject: [Commercial Trainee] – Full Name**

The CV process will be implemented under the principle of “First come, First served”. Please be noted only shortlisted candidates will be contacted.

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