



## STUDENT TRAINEE AT THE TRADE COUNCIL AT THE ROYAL DANISH EMBASSY IN BANGKOK

The Trade Department at the Royal Danish Embassy in Bangkok is offering a position as a trainee to a Thai graduate student for a period of 6 months from February to July 2023 with a workload of 20 hours per week. We are seeking a motivated business student who is ready to apply knowledge of business practices and processes in a fast-paced, real-world environment. The trainee will assist in writing reports, conducting research, analysing data, and making recommendations to improve effectiveness and efficiency. This will be a valuable experience for any student pursuing a career in international trade.

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### Duties and Responsibilities

- Perform market research and analysis on real life business cases
- Assist with writing of reports and answers on hearings
- Write press releases and other materials to be published on social media
- Provide input on customer briefs or presentations
- Ad hoc assignments

### Requirements

- Ability to work well in teams
- Studying Business Administration or related major
- Experience with Microsoft Office
- Excellent critical thinking and problem-solving skills
- Excellent written and verbal communication English skills
- Detail-oriented with strong ethic and organizational skills

### Benefits

- Acquire practical experience
- Build your professional network
- Explore a career path in bilateral trade
- Develop and refine professional skills
- Build a strong resume
- Flexible schedule
- Compensation available
- 20 hours work per week

Interested candidates, who meet the above qualifications, are invited to send **a cover letter (max. 1 page) and a CV** to the Trade Department of the Embassy, attn. **Nongluk**, [nontho@um.dk](mailto:nontho@um.dk) by **Tuesday, 6<sup>th</sup> December 2022**.

Following the deadline, shortlisted candidates will be contacted for interviews. Relevant candidates must be eligible for a security clearance. The Embassy emphasizes equal opportunities for everyone and welcomes applications from qualified persons regardless of race, gender, religion, sexuality or disability.

*Royal Danish Embassy in Bangkok  
10, Sathorn Soi 1, South Sathorn Road, Bangkok 10120*