



Assistant to the Commercial Advisor and Administration team – Health Sector

Position:	Assistant to the Commercial Advisor & Administration Team
Type of employment:	Local contract based on the Staff Rules of the Mission
Starting date:	t.b.d.
Location:	The Royal Danish Consulate General in São Paulo
Deadline for application:	t.b.d.

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

The Royal Danish Consulate General in São Paulo is looking to hire a full-time Assistant to the Commercial Advisor (Health) & Administration 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, regulatory advisory and public affairs support.

The position

As an Assistant to the Commercial Advisor, you will be a part of the Trade Council in Brazil and the healthcare team. We identify possibilities for Danish business by monitoring and analysing current market trends, connecting decision-makers and important stakeholders, and translating the Brazilian healthcare sector – from culture to regulation and business environment – to Danish companies. Through your counselling, you can take part in securing that the companies gain new knowledge about Brazil, and a strong foothold in the market.

The role as Assistant to the Commercial Advisor will be to provide any needed information and assist to the Commercial Advisor and to the Danish companies. The right candidate should be interesting in learning about the Danish strongholds in the Life Sciences sector finding opportunities in the Brazilian market to promote digital and innovative solutions in healthcare. We highly appreciate you bringing new ideas and perspectives to the table with the companies in focus. We are looking for an outgoing, organised 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.

As part of the Administration team, you are expected to support your colleagues at the reception, with administrative and financial tasks, consular cases and the organisation of Consulate's events.

Your main tasks and responsibilities will be:

Trade Council tasks:

- Identifying and establishing contact with relevant Brazilian stakeholders in the healthcare sector.
- Gathering, analysing and presenting relevant information on the Brazilian market to Danish companies (writing market reports, searching for potential partners, mapping relevant stakeholders, etc.).

- Take part in planning, developing and executing government relations plans and export strategies for Danish companies.
- Organisation of activities (meetings, delegations, applications, etc).
- Scope business opportunities with Brazilian stakeholders in public and private sectors.
- Manage CRM, PowerBI, Compliance and GDPR aspects for the team.

Administrative tasks:

- Manage stocks and office materials.
- Follow up on bills and accounts to be paid/managed.
- Support in the organisation of events.
- Answer the phone, manage reception desk and mailbox.
- Support with IT (liaison with helpdesk).
- Assistance with consular cases.

Qualifications

- You have a relevant education.
- You want to develop your commercial competences within the field of healthcare.
- You have an interest in Brazil and the Brazilian market and a strong willingness to keep up with current market trends.
- You are business-oriented and have a good understanding of opportunities and challenges that companies face when going abroad.
- You possess good team working and organisation skills and are outgoing.
- You can establish close and systematic customer relations through the entire process - from proactive sales to execution.
- You are detailed oriented but able to pick up on trends and provide inputs in a broader perspective
- Fluency in English (orally and written) is mandatory. Spanish is a plus, as well as social media editing skills (LinkedIn, canvas, etc)

Employment conditions and what we offer

- You will be hired as an “Assistant to the Commercial Advisor & Administration Team” at the Royal Danish Consulate General of Denmark in São Paulo on a permanent contract.
- You will be hired on a local contract based on Mission Staff Rules.
- Starting date is TBD or 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

To apply for the position, please send your application (cover letter, CV, relevant references and proof of relevant education) to saogki@um.dk no later than 10th of July. Please write “Assistant, São 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.