



## Junior Trader – Feed & Nutrition Division Job Description

Al Dahra ACX is seeking a strong and ambitious candidate as Junior Trader for a fast-paced Agriculture Export Business. This position is responsible to assist all related administrative and non-administrative duties for the Managing Director of Feed & Nutrition Division based in Atlanta, Georgia.

### Key Accountabilities:

- Communications with trade associations.
- Coordination and communications with government bodies
- Communications with embassies in and outside the USA.
- Handling arrangements related to trade shows.
  - Booth preparation arrangements
  - Arranging /shipping promotional materials
  - Inviting customers and suppliers
  - Other responsibilities as management see necessary.
- Market research and data gathering from inside and outside the USA.
  - Local and international trade associations
  - FAS services at international markets.
  - Specialized trade services and vendors.
  - Reviewing and revising promotional materials, catalogues and brochures.
  - Assisting with Feed website content update; translation as well as other functions.
- Handling all related administrative duties (as directed) including:
  - Processing customer and supplier information forms.
  - Processing customer information details on ERP software systems.
  - Ensuring full customer information availability (address, banking...)
  - Ensuring and following up export credit guarantee coverage.
  - Preparing and following up settlement reports.
  - Following up on advertising arrangements.
  - Help in preparing company and product presentations.
- Assisting with travel arrangements.

### The successful candidate will have the following knowledge, skills and qualifications:

- BA/BS in Business or International Trade is preferred
- 3-5 year experience in Trade or Business Assistance is preferred
- High level knowledge of international trade and compliances.
- Excellent organizational skills
- Excellent verbal and written communication skills
- Excellent multi-tasking and project management skills
- Superior demonstrated PC skills, Word, Excel, MS Project and Business Email Correspondence

The best candidate for this position will have a strong passion for Exporters and Agribusiness and the way of life it brings. Al Dahra ACX is a large, JOC top 30 USA exporter and growing rapidly. Al Dahra ACX is a part of Al Dahra Agricultural group of companies and is proud of being one of the world leaders in Agribusiness.