

LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
Organization:	OGD
Program:	Government of Saskatchewan
Title:	Trade and Investment Assistant, SSK
Job Description Type:	SJD
Job Description Number:	171
Group & Level:	LE-A2
Decision Number:	14861
Job Code:	500439
This job description is already evaluated and should not be modified.	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
Grow trade, attract investment, support innovation, and drive international engagement in key markets to advance Saskatchewan's Growth Plan goals.

CONTEXT & PARAMETERS
The position is an administrative support- level position for the Saskatchewan Trade and Investment Program.
This position reports to the Saskatchewan Managing Director at the Saskatchewan Trade and Investment Office, but could also report to a Senior Trade and Investment Officer.

KEY ACTIVITIES	
Primary Role	Provides administrative support services to the Saskatchewan Trade and Investment Program in a mission. This includes providing database requirements, travel arrangements, corporate gift purchases, ordering and distribution of promotional materials, office supplies, newspaper or magazine subscriptions and lists of upcoming events (eg. Trade fairs, conferences, seminars, trade missions etc.).
Advice & Recommendations	Provides advice to the Senior Commercial Officer, members of the mission Trade Team, and other partners as required to ensure that commercial opportunities are fully explored and referred to partners in Saskatchewan for further action. Also advises clients on strategies for resolving business or market access problems. Advises Saskatchewan participants on local customs, culture, business practices, logistics and etiquette.
Documents and Services	Drafts expense claim documents and routine financial documents in accordance with departmental regulations, which includes maintaining records of expenditures and maintaining records of receipts, disbursements and fund balances. Enters, maintains and updates databases of local contacts as well as compiles and reports on the results of the research in the pre-developed format. Also maintains appropriate supplies of Saskatchewan brochures and other promotional materials.
Research & Analysis	Researches for information, market intelligence, trends and opportunities on the needs of local investors, researchers and other business contacts to develop effective relationships with key stakeholders involved to promote Saskatchewan commercial opportunities as required.
Networking & Alliance Building	Acts as a point of contact for clients and contacts to build and sustain a mutually beneficial relationship with both Saskatchewan clients and local contacts. Serves, in collaboration with the Head of Program and colleagues, as a point of contact to provide Saskatchewan based clients with information on opportunities and reputable local networks.
Communications & Client Services	Communicates with Saskatchewan office employees and partners to provide support. Provides information on procedures, appropriate forms or document requirements, responds to inquiries related to services and/or makes referrals to appropriate authorities. Also, responds to

	inquiries to the Saskatchewan program and provides direction to appropriate information or points of contact. Provides liaison and serves as point of contact to respond to requests for general program information to improve awareness and knowledge by clients. Also monitors and reports on communications related to the program on social media.
Committees & Working Groups	Participates in working groups to provide administrative coordination and logistics, information retrieval, document processing, electronic and hardcopy file preparation and maintenance while maintaining objectives and promoting cordial working relationships.
Supervision/Management Responsibilities	Participates in working groups to provide administrative coordination and logistics, information retrieval, document processing, electronic and hardcopy file preparation and maintenance while maintaining objectives and promoting cordial working relationships.
Other Duties	May be required to translate documents and/or interpret for CBS staff.

WORKING CONDITIONS	
Physical Effort	The work requires many hours sitting in an office.
Psychological Effort	There is a moderate need to pay close attention to details in the planning of events, in listening to details associated with promotional activities, and to assess opportunities to promote effectively program objectives and priorities. Some stress involved in managing multiple priorities and deadlines, many of which are time sensitive and urgent.

AUTHORIZATION	
Head of Mission (HOM)	_____
	Signature Date
Program Manager	_____
	Signature Date