

## Trade System Specialist

### Technical Competencies

#### *Networking*

To cultivate an informal network which will help to get things done through:

- developing contacts with local government officials, businessmen and associations; and
- using networks as a source of information and support.

#### *Working Within the System*

To advise on local methods, practices, policies, rules, regulations and laws appropriately through:

- making recommendations on how to use these as tools to achieve intended results; and
- applying procedures in a way that is efficient and effective for customers.

#### *Working with Computer Technology*

To use computer technology to ensure a high level of efficiency in accomplishing work by:

- using computer software applications appropriate to the job function such as word processing, graphics, Lotus Notes®, e-mail or work-related Internet resources; and
- maintaining information bases such as government and private contacts.

#### *Performing Office Tasks*

To perform a wide range of office tasks with a high level of efficiency by:

- classifying, sorting and filing correspondence, records and other data from many sources;
- entering and/or verifying information for accuracy;
- preparing and transmitting faxes;
- compiling and preparing invoices; and
- accessing information quickly and accurately.

#### *Coordinating Arrangements*

To coordinate arrangements for missions, training programs and visitors through:

- making logistical arrangements;
- persuading Mexican government and business officials to take part; and
- developing programs of meetings and appointments.