POSITION DESCRIPTION
November 2021

POSITION TITLE: Trade Specialist
REPORTS TO: Trade Analyst
DEPARTMENT: #18, Market Access and Analysis

Scope of Responsibilities:
The Trade Specialist serves as the entry level economic and market analyst on the USMEF Denver staff with responsibility for supporting the development of USMEF’s analysis, forecasting and reporting on global red meat markets. The Trade Specialist will work synergistically with the Access/Analysis department to: a) collect, collate and manage data; and b) develop draft reports and presentations. In carrying out these responsibilities, the Trade Specialist works closely with other members of the USMEF staff in Denver and the international offices.

Specific Responsibilities:
• Collect, categorize and manage economic and market data that are used in the production of USMEF’s reports and forecasts on conditions in the domestic and export markets for beef, pork, and lamb
• Support the Access/Analysis department with the semi-annual process of revising USMEF’s production, supply, and distribution tables for beef, pork, and lamb in leading export markets
• Assist in the management of various databases and datasets including monthly export data, weekly export data, PIERS data, and Euromonitor data
• Support USMEF staff in Denver and the international offices in developing and drafting selected components of funding proposals and reports to funding sources
• Assist with the development of staff presentations, including maintaining a slide deck on monthly export statistics
• Provide highlights for staff on research reports on the global food and red meat markets
• Assist in updating data and charts on the USMEF website
• Assist in responding to requests for trade and economic information from USMEF members, affiliates, and staff
• Other projects as requested
• Travel as needed

Qualifications:
• Bachelor’s degree in economics, agricultural economics, business, international studies, or a related field preferred
• Experience in economic or market analysis, preferably in an international setting or internship
• Working knowledge of pivot tables, APIs, and database management strongly preferred
• Proficiency in written communications, correct grammar usage, spelling and punctuation required
• Self-starter with the demonstrated ability to work under minimal day-to-day supervision
• Problem solver that enjoys synthesizing information from datasets and reports
• Proficient in Microsoft Office Suite, email, and internet
• Ability to set priorities and carry out multiple tasks with flexibility, strong organizational and time-management skills
• Agriculture, meat, or related industry experience helpful
• Culturally attuned

Note: This position description is not intended to reflect an exhaustive list of all duties, responsibilities, or qualifications associated with the position.