

## **Major Duties and Responsibilities**

### **Commercial Portfolio (80%)**

Serves as the in-house expert on the commercial sector in Paraguay, American companies doing business in Paraguay and opportunities and challenges for American businesses to operate in or export to Paraguay. Assists the Econ/Commercial Chief in coordinating the Department's commercial diplomacy programs and policies for the U.S. Mission in Paraguay, which include advocacy on behalf of American businesses, assistance in opening markets, leveling the playing field, protecting intellectual property and resolving trade and investment disputes.

Gathers information on regional, bilateral (with the U.S.), and world-wide commercial activity in Paraguay.

Maintains contacts at American businesses operating in Paraguay who can keep us informed of opportunities and challenges related to the business climate, the political environment, or legal concerns.

Maintains contacts at other key businesses who can share information with us on the business climate and political-economic environment. Maintains appropriate contacts with officials at the Ministry of Industry and Commerce, and with other Paraguayan government agencies as appropriate.

Researches and analyzes problems or circumstances related to commercial activity, the business climate, American investments, or import-export concerns. Investigates trade, investment or legal disputes related to American companies.

Reports on commercial activity in Paraguay, including in formal reports requested by Washington. Drafts cables on topics within the commercial and economic spheres.

Advises the Econ/Commercial Chief, the Pol/Econ Chief, the DCM, and the Ambassador on matters related to U.S. businesses, the investment climate, business disputes, commercial diplomacy, and other economic matters affecting commercial and business activity.

Receives calls from U.S. businesses that want to meet with an American Officer regarding the business climate in Paraguay. Arranges and attends these meetings, offering advice and information as appropriate. Records and logs the outcome of all such meetings and follows up as needed.

Understands the products and services that the Department of Commerce provides overseas at other posts and is able to explain to U.S. businesses what we can and cannot provide for them from Embassy Asuncion. Is able to offer alternative solutions or refer them to other entities when the services asked for are not offered by our Post.

Maintains close ties with the local American Chamber of Commerce. Works closely with them on projects that further U.S. foreign policy objectives, advocate for fair business practices, or advance the Mission's commercial diplomacy goals.

**Administrative Portfolio (15%)**

Fields calls from businesses that want to speak to an American Officer, ascertaining the issue to be discussed and the urgency. Arranges the logistics of such meetings, including motor pool requests, security access requests, and follow up calls. Takes notes at commercial meetings and documents the outcome for future reference.

Responds to e-mails from American businesses with inquiries about doing business in Paraguay.

Distributes information on U.S. trade fairs to local firms within the specific sector. Efficiently distributes American commercial and trade information or advertising to the appropriate audiences in the local community. Maintains lists of companies by sector for such purposes.

**Other Duties as Assigned (5%)**

Engages in other duties as needed for the Pol/Econ section, including economic or political reporting and covering as back-up for the Economic Specialist.