

**DRINKER BIDDLE & REATH LLP**  
**INTERNATIONAL TRADE ANALYST**  
**JOB POSTING**

<b>JOB TITLE:</b> International Trade Analyst	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Managing Director of Litigation & Regulatory Services	<b>LOCATION:</b> Washington, D.C.
<p><b>SUMMARY:</b></p> <p>We are seeking an International Trade Analyst to join our team. In this role, the International Trade Analyst focuses on preparing detailed sales, cost of production and subsidy responses for antidumping duty (AD) and countervailing duty (CVD) cases for submission to the Enforcement and Compliance (E&amp;C) branch of the Department of Commerce. This role works under the supervision of attorneys concerning the various legal issues that arise during the course of a proceeding and assists companies in implementing systems to model and minimize AD and CVD duties throughout the life of an AD and/or CVD order.</p> <p>In accordance with the firm's Client Service Initiatives, an International Trade Analyst must display good judgment and effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Prepare detailed sales, cost of production and subsidy responses for AD and CVD cases for submission to E&amp;C.</li> <li>• Perform cost and sales reconciliations for AD and CVD investigations and administrative reviews.</li> <li>• Work with the Accounting and IT teams at companies to gather and report the required sales and cost information.</li> <li>• For CVD subsidy cases, collect relevant information on subsidy programs and prepare allocations typically based on the average useful life of the assets that the subsidies benefit.</li> <li>• Prepare CVD analysis of grant, loan and other CVD programs.</li> <li>• Work with outside IT consultants to model AD and CVD calculations and work with legal professionals to implement strategies to minimize duties owed.</li> <li>• Assist companies in implementing systems to model and minimize AD and CVD duties throughout the life of an AD and/or CVD order.</li> <li>• Assist clients with proper AD and CVD rates for individual exporters.</li> <li>• Assist clients with scope issues involving AD and CVD investigations and reviews.</li> <li>• Assist with business development as appropriate.</li> <li>• Perform other duties as assigned.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Must be highly analytical and organized.</li> <li>• Excellent computer skills (Excel and Access).</li> <li>• Knowledge of SAS programming used by E&amp;C to calculate AD margins.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to exercise discretion and independent judgment.</li> <li>• Ability to set priorities and handle multiple tasks under pressure.</li> <li>• Excellent organizational skills with strong attention to detail.</li> <li>• Ability to adjust and adapt quickly to changing situations.</li> <li>• Ability to work with detailed information accurately and efficiently.</li> <li>• Able to maintain confidentiality.</li> <li>• Is responsive and sensitive to internal and external deadlines.</li> <li>• Extremely consistent in producing quality work.</li> <li>• Client service-driven towards internal and external clients.</li> <li>• Unbiased judgment, sound discretion, and openness to the views of others.</li> <li>• Possess strong interpersonal skills with the ability to build strong relationships.</li> </ul>	

- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Flexible and dependable with the ability to work overtime as needed.
- Must be willing to travel overseas.

**EDUCATION AND EXPERIENCE:**

- Minimum 2 years' experience as a Trade Analyst with E&C at the Department of Commerce, law firm or consulting firm.
- Experience with E&C verifications while either at E&C, a law firm or a consulting firm.
- Familiarity with filing requirements of questionnaire responses at E&C.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**HOW TO APPLY:** Interested candidates should send a resume and cover letter, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**International Trade Analyst**" in the subject line. *No phone calls please.*