



Australian Government
 Australian Trade and Investment Commission

Business Development Officer

Classification: 	Austrade Overseas Performance Level E (AOPL E)
Total cash compensation:	KRW 41,205,537 - KRW 54,940,715 per annum (gross)
Location:	Seoul, South Korea
Employment term:	2 year term
Reports to:	Senior Business Development Manager, Seoul
Position number:	2806

Join our team

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We're experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia's prosperity by:

- linking Australian businesses to global export opportunities
- providing market and industry insights, making it easier for businesses to go global
- attracting international investment to drive local jobs and develop skills
- leading policy and programs for Australian tourism and the visitor economy
- attracting international students to study with Australia.

Benefits of working for Austrade

Feedback from our staff tells us that Austrade is great place to work, benefits include:

- Embedded diversity and inclusion employee networks
- A high performance culture
- Global, flexible and diverse organisation
- Generous leave provisions

- Supportive working environment

The role

This position, located at the Australian Embassy in Seoul, is a junior business associate role to primarily undertake trade analysis and promotion work guidance from the supervisor.

DUTIES INCLUDE:

- Undertake trade analysis and promotion work to assist Australian businesses, including conducting market research, coordinating visit programs and providing in-market support.
- Assist in planning, coordinating and implementing business matching activities such as industry related seminars and events, trade promotion activities and market visits by Australian companies and government officials.
- Event marketing support (online registration, onsite support, photos etc): work with the Austrade team to maximise the successful implementation of events, activities and initiatives, including through the production of marketing communications and collateral.
- Build and maintain networks with key business contacts, government agencies and other stakeholders in Korea.
- Work collaboratively with Austrade colleagues in Australia, States, Territories and industry peak bodies.
- Efficiently manage a constantly changing workload covering diverse business opportunities and sectors and large numbers of clients and customers within tight timeframes.
- Maintain Austrade standards and policies, including diversity in the workplace, ethical practice and occupational health and safety principles and compliance with audit requirements
- Actively apply Austrade business practices and maintain accuracy of information in all Austrade Business Systems to delivery accurate and timely reporting and effective relationship management

Eligibility

To be eligible for consideration and appointment you must have:

- **Work Authorisation** - to be eligible for employment with Austrade in South Korea candidates must be legally authorised to live and work in South Korea at the time of appointment.
- **Language** - the successful candidate must be a highly motivated team member, fluent in written and spoken English and Korean.
- **Security Clearance** - the successful applicant must be willing to complete an Entry Level Screening Pack and be confirmed as a suitable person to access Government resources prior to commencement in the role.

Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact Nakyung Kang on +82 2 398 2803 or 82 10 6647 2899.

For assistance with the online recruitment system please contact the **Corporate Support Team** on +61 (2) 9392 2222.

Applications will only be considered when submitted through Austrade's online recruitment system.

Application closing date

Applications close **Sunday, 9 February 2025 at 11:30pm KST.**

What you'll need to be successful

- Relevant tertiary qualifications and experience preferred in market research and support of business events and trade shows.
- Knowledge and understanding of the benefits of international business and capacity to understand and assist in promoting Australian services and products for Korean customers.
- Highly motivated, proactive approach and commitment to working in a team environment and ability to be flexible and adaptable as required in a busy work environment with a strong performance driven culture.
- Proven ability to be outcome focused in a business context and a track record of problem solving and solution development.
- Well-developed communication skills and an ability to publicly represent Australia and Austrade and communicate effectively with stakeholders and clients. A high level of written and spoken English and Korean is essential.
- Proficiency in word /excel / PowerPoint.

Digital Literacy

- Awareness of the digital environment and how to engage with clients in a digital first manner.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

What we need from you

Tell us in less than 400 words why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualification are relevant to the role.

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications, and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

Strength in diversity

Austrade is committed to providing a work environment where staff can confidently bring their full selves to work. A truly diverse agency is one that is capable of retaining a broad talent base while best serving its clients and connecting to its global network of employees.

The **Diversity and Inclusion Strategy** sets out how Austrade will continue to build a space where everyone can bring their perspectives, creativity, and skills to the work of the agency. It is the roadmap for how Austrade will strengthen its position as an employer of choice.

Given our commitment to diversity and inclusion, Austrade actively encourages applications from people with disabilities, LGBTIQ people, women, and people with diverse linguistic and cultural backgrounds.

