The U.S. Commercial Service of the American Embassy in Spain comprises two American officers and ten local employees. The function of this overseas office of the U.S. Department of Commerce is to promote U.S. business interests in Spain.

We achieve this through:

- Counseling U.S. firms on market opportunities, relations, and methods of doing business in Spain.
- Providing assistance in finding agents, distributors and licensees in Spain.
- Organizing trade missions, trade shows and seminars to promote the sale of American products and services.
- Identifying major projects and supporting U.S. companies involved in projects in Spain.
- Negotiating with the Spanish government on market access issues and barriers to trade and investment.
- Provide Market Research reports, targeted to active sectors (include a list to this) to interested U.S. companies.

The activities of the Commercial Section at the Embassy in Madrid are organized by industry sector, with each commercial specialist responsible for specific industry sectors.

The following is the intern's job description:

1. Assist Trade Specialist to deliver the Commercial Service Spain Products & Services.
2. Assist in the preparation of Market Research. Reports covering the Spanish market, of potential interest to American business.
3. Assist Commercial Officers in ad-hoc projects.
4. Computer data-entry and updating of information on Spanish/US firms on our Client Tracking System Database (CTS) which allows the compilation of information for market research writing.

Your immediate supervisor will be Keith Silver, Deputy Senior Commercial Officer, who reports directly to the Commercial Counselor, Robert Jones, at the American Embassy in Madrid.

If you are interested, send your resume to bolsatrabajo-madrid@slu.edu