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Barnes, Richardson & Colburn, a law firm with an office in downtown Chicago and that is focused exclusively on the regulation of international trade, is seeking a full-time Trade Analyst/Legal Assistant to help provide excellent service to our clients who are importers and exporters.

Responsibilities Include:

- Reviewing documents, including customs entries, for litigation and administrative action
- Building complex spreadsheets of data from clients and the government
- Filing protests, ruling requests, export license applications and other documents with the U.S. government
- Filing litigation documents with the U.S. Court of International Trade and Court of Appeals for the Federal Circuit
- Preparing general and client communications on important developments
- Managing and maintain our physical and electronic library
- Jumping in as needed to get the work of the firm done

The ideal candidate will have:

- A two- or four-year college degree, at least two years of experience with a Customs Broker, or at least two-years of experience in supply chain management
- Excellent computer skills including Excel, Word, and PowerPoint
- Familiarity with Microsoft Access is a plus
- A willingness to take on a variety of tasks
- An ability to work independently and as part of team
- Demonstrable problem-solving skills

Please send a resume to lfriedman@barnesrichardson.com.