

Job Description – GDLSK

Job Title: International Trade Paralegal

Location: Washington, DC

Terms: Permanent Position/Full Time/Hybrid

Salary/rate: Highly Competitive – Commensurate with Experience

Comprehensive Benefits Program

About us: Grunfeld Desiderio Lebowitz Silverman and Klestadt LLP (“GDLSK”) is a leading International Trade and Customs law firm. We have represented thousands of exporters, importers and producers from around the world in Antidumping and Countervailing Duty investigations, other international trade disputes and customs proceedings before government agencies and the courts. GDLSK’s International Trade Group is highly regarded in the industry and well-known for handling large and complex international trade matters.

About the role: We are seeking a Paralegal to provide technical and substantive support to our International Trade Group. The Paralegal will primarily support our defense of foreign producers, exporters, foreign governments and U.S. importers in U.S. trade remedy and customs proceedings before the U.S. Department of Commerce, U.S. International Trade Commission, U.S. Customs, and the U.S. federal courts. This position includes traditional paralegal work along with international trade analyst components such as market/industry research, customs research, and data analysis. Individuals in this position will have the opportunity to learn about and analyze different industries, work with individuals and partners in other countries, and understand many complex and timely international trade issues.

Responsibilities:

- Assisting in the compiling and filing of substantive submissions before the U.S. Department of Commerce, U.S. International Trade Commission, U.S. Court of International Trade, and U.S. Court of Appeals for the Federal Circuit, including preparation of exhibits, drafting cover letters, proofreading briefs, and preparing tables of contents and authorities.
- Assisting in the preparation of hearings and court arguments before U.S. agencies and federal courts.
- Researching different industries in multiple countries.
- Researching price data of various goods and materials in different countries.
- Analysis of trade data (including preparation of various graphs, plots, etc.).

Candidate requirements:

- Proficiency in Microsoft Excel, Adobe Acrobat, Outlook, and Word.
- Strong organizational skills and the ability to handle large projects for multiple cases simultaneously.
- Excellent verbal and written communication skills and ability to work as a cohesive team member.
- Ability to work independently, identify priorities, and handle confidential information with discretion.
- Comfortable working with numbers.
- Ability to handle a fast-paced environment and matters with tight deadlines.
- Four-year undergraduate degree.
- 3-5 years of experience in a law firm, prior experience in international trade preferred but not required.