



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e
l'internazionalizzazione delle imprese italiane

JOB ANNOUNCEMENT

ASSISTANT TRADE ANALYST – MUMBAI

The Italian Trade Agency in Mumbai

The Italian Trade agency is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses to connect with each other.

Job description

The Italian Trade Promotion Agency (ITA), Mumbai is currently seeking a candidate for the position of Assistant Trade Analyst.

The contract will be on a permanent basis with six months probation and automatic confirmation on completion of the probation period.

Responsibilities

You will be required to discharge the responsibilities/duties within the activities developed by the Italian Trade Agency. Your main activities will be related to defined sectors, and will include: market analysis, organization of events (exhibition, b2b meetings, seminar, conferences, training courses, etc.), updating and checking mailing lists, etc.

In addition: Support the Trade Commissioner and the Deputy Trade Commissioner in planning, monitoring, executing and reporting the sector's related work; contribute to market research, reports commissioned by the Italian companies/associations, including information gathering through primary and secondary marketing research techniques and report writing in high quality standards.

Visiting Indian companies and the main Fairs related with your sectors.

Keep track of business trends (newspapers, websites and periodicals) on a regular basis, identify business and partnership opportunities, and report with potential outcomes/actions in an agreed time scale.



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Requirements

- Bachelor's degree and/or MBA;
- Permanent residency and right to work in India;
- Knowledge of the industrial framework of Italy;
- Outstanding communication skills, meticulous work ethic with attention to detail;
- Proficient in English.
- Basic Italian language is necessary.
- Perfect knowledge of the main specialized databases for professionals in the field.

The candidate may be required to Travel nationally & internationally if necessary.

You will be paid a consolidated sum of Euro 700,00 (Euros Seven Hundred Only) per month, inclusive of all. Italian Trade Agency is not required to deduct taxes at source and the employee will be solely responsible for all applicable tax payments in India to the competent authorities in relation to the payments made to him under this contract.

Instructions for candidature submission

1. Please send your CV only by email to: mumbai@ice.it
2. Fill in the **online application form**

Deadline: 23rd November 2018 at 5:00 pm.

Only those candidates who will be fully meeting the above-listed requirements will be contacted for a practical test and an interview within December 2018.

Best regards,

Fabrizio Giustarini
Italian Trade Commissioner

Mumbai, 22.10.2018