



ITALIAN TRADE AGENCY

Kuala Lumpur

VACANCY: SECRETARY

Requirements:

- Diploma in PSC or equivalent, preferably with 2 – 3 years working experience;
- Good command of English. Proficiency in Bahasa Malaysia and knowledge of the Italian language is an added advantage;
- Proficient in MS Word and Excel;
- Pleasant disposition with good communication/telephone skills;
- Must be Malaysian citizen or hold a valid working permit in Malaysia;
- Able to work with minimum supervision;
- Able to work under pressure as well as multi task.

Benefits Overview:

- 5 days week
- Competitive remuneration
- 13 months salary
- Opportunity to travel overseas

Employer:

ITALIAN TRADE COMMISSION,
Trade Promotion Office of the Italian Embassy
Level 14, UOA Centre, Jalan Pinang
50450 KUALA LUMPUR

Interested candidates are invited to email a comprehensive resume with cover letter **by 14 May 2019 (Tuesday)** to kualalumpur@ice.it, indicating the following details:-

- 1) Current and expected salary
- 2) Availability date
- 3) Brief self introduction

*Only short listed candidates will be notified.