



ITALIAN TRADE AGENCY

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

JOB OPPORTUNITY: ASSISTANT TRADE ANALYST

Summary:

The Italian Trade Agency is the Trade Promotion Office of the Italian Embassy in Jakarta and one of our key roles is to promote 'Made in Italy' products and services and to support the internationalization of the Italian small-medium enterprises, in co-operation with local companies. Currently, we are looking for an Assistant Trade Analyst with immediate availability.

The Italian Trade Agency is seeking suitable candidates for 1 (one) open-ended position of:

Assistant Trade Analyst

Job Description:

- Organization of marketing services upon request of the Italian companies.
- Involves in planning and organization of promotional events and providing assistance and customized consultancy to both Italian and Indonesian companies.
- Hands-on approach to each aspect of a promotional project, starting from the conceptualization to implementation stage.
- Accompanying and rendering assistance to delegates on trade missions to and from Italy.
- Monitoring useful information in local newspapers.
- Liaising with local institutions and statutory boards.
- Assisting the Deputy Trade Commissioner and Trade Analyst in particular projects/events/missions.
- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Making follow-up calls regarding the invitation from organization for specific event or trade show.
- Conducting market research and analysing consumer rating reports/ questionnaires
- Composing and posting online content on the organization's website and social media accounts.
- Creating and updating organization's data base.

The temporary employment contract, which is renewable begins on October 25, 2021 and ends on December 31, 2021 is functional to the realization of one or more promotional initiatives to be carried out in the short term.

The gross salary will be Indonesian Rupiah Rp. 8.000.000.

The employee is directly responsible for the payment of the social security and health expenses provided for by the Indonesian labor laws. This contract cannot in any case extend beyond the third month.

Pre-requisites:

- University Graduate

Work experience and Skills:

- Similar work experience in organising or assisting in events/trade shows
- Good knowledge of the Indonesian economy, business environment and trade practices (preferred)
- Fast learner with own initiative and requires minimal supervision
- Computer Proficiency (Microsoft Office applications - Excel, Word, PowerPoint, etc. - and Internet)
- Good interpersonal and communication skills
- Excellent Command of Bahasa Indonesia and English (spoken and written)

Candidates will be selected based on their curricula, which will be awarded scores according to the following criteria:

- Degree in marketing or economics: 5 points
- Master degree: 5 points
- Work experience abroad: 5 points
- Documented previous experience in promotional matters: 5 points
- Languages with certified knowledge (beyond the mother tongue, up to a maximum of 2 languages): 5 points
- Certificate of knowledge of word, excel, PowerPoint software: 5 points

In the case of equal scores, the younger candidate will be preferred.



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How to apply

The position involves extensive training and some travel. Please mail a cover letter and a CV (both in English) plus a photo, copy of diplomas and references to:

Deputy Trade Commissioner Dr. Paolo Pinto at giacarta@ice.it for evaluation.

(with "ATA Application" as subject - Please no phone inquiries).

The deadline to submit the application is no later than **October 20, 2021**.

Please note that:

- The employment contract will be in accordance with Indonesian law.
- The Embassy of Italy in Jakarta and the Ministry of Foreign and International Affairs
- No employment relationship can be established between employees hired by Italian Trade