



ITALIAN TRADE AGENCY  
ICE - Italian Trade Commission  
Trade Promotion Office of the Italian Embassy

Ufficio ICE di Baku  
İtalyan Müəssisələrinin Təşviqi və Beynəlmilləşdirilməsi Təşkilatı  
İtaliya Səfirliyi Əlaqələrinin İnkişafı Üzrə Departament

Date: Baku/Tbilisi - 22/06/2020

## **JOB OPENING ADMINISTRATIVE ASSISTANT DESK – ITA in TBILISI**

**HR Recruitment Agency seeks a motivated Administrative assistant which will be assigned to The Italian Trade Promotion Agency (ITA) – Baku Office for the ITA's Desk in Tbilisi.**

**Estimated working period up to 6 month (July-November/December 2020)  
Monthly Brut Salary (all taxes included): 800 Euros**

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**ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service.**

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**Application Process Documents submission: 1. Interested candidates may submit CV, ONLY BY EMAIL, to: [project15@hr.ge](mailto:project15@hr.ge) (Deadline 05/07/2020)**

### **ADMINISTRATIVE ASSISTANT – PROFILE**

**Work location:** ITA DESK in Tbilisi (c/o Italian Embassy in Tbilisi)

#### **JOB DESCRIPTION:**

- organize and take part in the administrative activities related to the opening of the ITA Desk in Tbilisi (request of quotations, contacts with suppliers).
- creating a supplier list for the office (mapping of suppliers, market researches)
- performing administrative/legal researches and comparative analysis on legislation (georgian/italian)
- supporting the ITA Office in Baku and the Trade Analyst to update ITA website with news and information on a regular basis and to manage and supervise budget and accounting reporting; carry out any assigned administrative task required to prepare the ground for the above mentioned activities (ask for quotations, plan estimated costs, write or edit purchase orders, etc.)
- Carry out any other marketing, analysis, promotional, training and administrative activity requested by the Director of the office (BAKU) and the Italian Ambassador in Tbilisi

#### **Requirements**

- Bachelor's degree in Administration or Law or equivalent and/or any other relevant master's degree
- Georgian mother tongue
- proficiency in English written and spoken.
- experience in relevant sector ( administration, contracts)



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- skillful use of MS office (Word, Excel, Power Point) internet, email, google suite
- knowledge of Georgian legal and administrative framework
- availability to travel in Georgia and internationally, when required
- professional appearance and demeanour

**Preferences** will be given to candidates with the additional skills and qualifications:

- Knowledge of Italian language written and spoken.
- experience in other Trade Promotion Organizations, government and international organizations a plus
- Basic knowledge of other languages preferable (e.g. Russian).