



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 JUNIOR TRADE ANALYST DESK – ITA in TBILISI

HR Recruitment Agency seeks a JUNIOR TRADE ANALYST 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 20 month
Monthly Brut Salary (all taxes included): 1100 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: project10@hr.ge (Deadline 05/07/2020)

JUNIOR TRADE ANALYST - PROFILE

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

JOB DESCRIPTION:

- Organize, coordinate and take part in promotional activities, such as trade shows pavilions, conferences, business trips and advertisement campaigns
- Develop strategies for promoting Italian products and services in Georgia
- Identify and establish direct contact with Georgian importers, agents, suppliers, interested in relating with Italian counterparts and update the office's marketing database
- Within the framework of the above tasks, contribute to expanding business opportunities for Italian companies in Georgia, spanning 360 degrees
- Perform public relations activities including contacts with local authorities and business representatives
- Provide prompt assistance to Italian companies willing to establish and/or strengthen their business ties with Georgian companies and vice versa
- Utilize existing market reports on local demand, distribution and trade flows, performing researches and in-depth analysis when needed
- Update ITA website with news and information on a regular basis
- 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 suggested by the Director of the office (BAKU) and the Italian Ambassador in Tbilisi

Requirements

- Bachelor's degree in Economics, Business Administration, Marketing, Political Science (specialization in economics), Law or equivalent and/or any other relevant master's degree
- Georgian mother tongue (written and spoken)
- proficiency in English written and spoken.
- experience in relevant sector (marketing-sales-consultancy)
- skillful use of MS office (Word, Excel, Power Point) internet, email, google suite
- knowledge of Georgian and Italian economic and industrial framework, as well as of Italian institutions and related dynamics
- orientation to detail and client service, excellent organizational, interpersonal and communication skills
- 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:

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