



ITALIAN TRADE AGENCY  
Bangkok Office

## JOB ANNOUNCEMENT

THE ITALIAN TRADE AGENCY, BANGKOK OFFICE has a job vacancy as follow:

### 1) Trade Analyst

#### The employer: The Italian Trade Agency in Bangkok

**Italian Trade Agency (ICE-ITA)** is the government agency with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Foreign Affairs and International Cooperation. ITA provides information, support and advice to Italian and foreign companies as Trade and Promotion Section of the Italian Embassy in Thailand.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/en/index.php/markets/thailand>

The Italian Trade Agency is currently seeking qualified candidate for the following position.

#### Job Position: Trade Analyst

(permanent contract, with 3 months probation period)

*The candidate will be required to perform the following duties:*

- ❖ Market/sector analysis to identify new trade opportunities for Italian SMEs, and strategies and operational plans for their approach to Thai market.
- ❖ Organization of promotional events such as fairs, exhibitions, workshops and seminars B2B, B2G, B2C
- ❖ Provision of the services listed in the ITA catalogue of services <https://www.ice.it/en/index.php/markets/thailand> to Italian SMEs;
- ❖ Assistance to Italian and Thai companies interested in importing/exporting;
- ❖ Identification and selection of trade missions to/from Italy, as well as to/from Thailand, including provision of logistic assistance;
- ❖ Assistance pertaining to general office clerical activities;
- ❖ Utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM, Managing Service web for invoicing and similar);
- ❖ Management and monitoring of revenue and results achieved.
- ❖ Management of administrative procedures of Italian 'Codice degli Appalti' (for public expenses on Italian Governmental promotional budget, according to the Italian administrative rules and regulations, in particular relating to "transparency and anti-corruption Codes" and ANAC publicity duties);
- ❖ Perform other related ad-hoc duties to support the team and top management as required;

*The candidate should meet the following requirements:*

- ❖ Minimum of bachelor's degree preferably in Economics/ Management/ Marketing/ Marketing Communications or other equivalent degrees;
- ❖ Master's degree will be considered as a plus;
- ❖ Valid visa and tax residency in Thailand for two consecutive years at the date of applications;

- ❖ Eligibility to obtain working permit in Thailand;
- ❖ Absence of any criminal sentences, as well as pending charges, both in Thailand and in the country of citizenship;
- ❖ Proficiency in both Thai and English (written and spoken) (TOEIC  $\geq$  700),
- ❖ Italian language proficiency spoken and written will be considered as a plus;
- ❖ Professional knowledge of computer systems and window office tools (Excel, Word, PowerPoint, etc.) and any other software systems for general office tasks.

The following skills will be prioritized in the selection process:

- ❖ Strong organizational skills;
- ❖ Flexibility to work with different teams and ability to work within a team as well as independently;
- ❖ Experience working within an international group would be beneficial;
- ❖ Good knowledge of internationalization activities;
- ❖ Skills and competencies in statistics, marketing, construction sector and processing machineries;
- ❖ Previous experience in E-commerce is considered a plus;
- ❖ Proficiency in social media is considered a plus;
- ❖ Work experience in a similar role- preferably in similar public sector or TPO – Trade Promotion Organization;
- ❖ Result-oriented, resourceful, positive approach to problem-solving;
- ❖ Good command of the Italian language will be an additional plus;
- ❖ Immediate or short-term availability.

**Please note that Candidates lacking the mandatory requirement above mentioned will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.**

**The candidate should be ready to travel internationally when required.**

**To apply for this position:**

Interested candidates must submit the attached application letter and CV (specify current salary) only by email to: [bangkok@ice.it](mailto:bangkok@ice.it) not later than **March 14<sup>th</sup> 2022 at 17:00 (GMT+7) Time in Bangkok.**

**Selection process: will start on the last week of March 2022**

**First selection phase:**

1. Written test in English and Thai: different topics on market research and other related subjects; (Proficiency in Italian language will be considered as a plus)
2. English conversation related to the job description, professional experiences, and skills of the candidates;
3. Practical test: computer test to assess general knowledge of computer skills;
4. Practical test: computer test to assess the candidate's abilities in using a dedicated system by ITA (i.e. Oracle, etc.).

At the end of the selection phase the candidates will be evaluated on a 1-10 scale<sup>1</sup> for each test and ranked based on the results (average of n.1 – n.2 – n.3 – n.4 test mentioned above).

**Second selection phase:**

The top 6 successful candidates, ranked based on their test results, (Written, Practical test and English conversation) will be called for the second section phase (interview with the Commission), which shall consist of:

5. Italian and English conversation related to the job description, CV of the candidate, educational and professional and professional experiences, skills of the candidate, ITA activities and other economic matters. Candidates must perform an oral translation, without the use of a dictionary, of a short text of the local language into Italian and / or English. (Proficiency in Italian language will be considerate as a plus)

The candidate will be evaluated on a 1-10 scale<sup>1</sup> for the test n. 5.

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1 On a 1-10 scale

10 – exceptional, professional level

09 – excellent, no distractions

08- very good, only a few minor problems

07 – very good, with more minor or few major problems

06 – good, noticeable problems but not distracting

05 – average

04 – below average, a few distracting problems

03 – below average, with more than a few distracting problems

02 – poor

01 – very poor

### **Final Ranking**

The final ranking will be based on the assessment average score of the two selection phases.

### **Salary:**

Basic salary of Baht 55,200 (monthly base)

*The successful candidate will be required to provide original copies of the mandatory documents and of those mentioned on the self-declaration.*

In the event related to the worsening of the pandemic, if it is not possible to carry out the tests in person, the Office will apply different methods which will be communicated in advance of the deadline.

For additional information about this position, please contact the Italian Trade Agency – Bangkok Office at Trade Promotion Section - Embassy of Italy, 14th Floor, Buhajit Bldg., North Sathorn Rd., Silom, Bangrak, Bangkok 10500, email: bangkok@ice.it, Tel. 02.633-8491

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*The Italian Trade Agency (“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.*  
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Best regards,

Giuseppe Lamacchia  
Italian Trade Commissioner

Bangkok, 24.02.2022