

Hong Kong Office, 10 October, 2019

**THE ITALIAN TRADE AGENCY,  
HONG KONG OFFICE HAS ONE JOB OPENING:**

**1) Assistant Trade Analyst**

**The employer: The Italian Trade Agency in Hong Kong**

The Italian Trade Agency (“ITA”) is The Italian Government Agency which promotes the internationalization of the Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency are available at [www.ice.it/en/](http://www.ice.it/en/).

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Job position available:

**Assistant Trade Analyst**

The candidate will be required to perform the foillowing duties:

- Organize, coordinate and take part in promotional activities, such as, trade show pavilions, exhibitions, conferences, seminars and advertisement campaigns;
- Coordinate negotiations with potential partners and draft related documents;
- Organize events, coordinating production, media relations and PR agencies;
- Coordinate Social Media communication;
- Perform public relations activities including contacts with local authorities and business representatives;
- Manage and supervise budget and accounting reporting;



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- Conduct market analysis, perform research projects and monitoring product sector assigned;
- Implement basic and customized services being responsible of the quality of services rendered;
- Provide prompt assistance, to Italian and Hong Kong companies willing to establish and/or strengthen their business ties;
- Carry out any assigned administrative task required to prepare the ground for the above-mentioned activities;
- Interact and respond to inquiries of Italian companies, under the coordination of the Senior Trade Analyst.

The ideal candidate should meet the following requirements:

- **Hong Kong Permanent Resident**
- University graduate in International Relations, Public Administration, Economics, Business Administration, Marketing and/or Arts-Humanities-Communication;
- Proficient in English, Cantonese and Mandarin, Italian speaking is an advantage.

The following requirements are prioritized in the selection process:

- Proven knowledge and understanding of the Hong Kong business/commercial environment;
- A minimum of 1 year of experience in the Hong Kong commercial sector, in Government agencies and/or procurement offices related to business and trade;
- Proven wide network of contacts in different Hong Kong business/industries;
- Proven ability to devise and implement a strategy for marketing and communication about business content;
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, etc.;
- Skillful use of applications such as MS office, particularly WORD, EXCEL and Powerpoint, internet and email software;
- Excellent interpersonal and communicational skills;
- Project management skills coupled with a high attention to detail and superior multi-tasking abilities.

The candidate is required to report to the Senior Trade Analyst.



The candidate may be required to travel internationally if necessary.

To apply for this position, please send ONLY BY EMAIL to [m.scuotto@ice.it](mailto:m.scuotto@ice.it) and [t.mong@ice.it](mailto:t.mong@ice.it), before **Monday, October 22th 2019 at 5:00 PM**, the following:

- Application letter;
- Your CV.

Personal data collected will be used for recruitment purpose only.

**Only candidates with all requirements will be invited for a selection to take part in the examination.**

The examinations will consists of the following:

1. Written and spoken English and Chinese (Cantonese & Mandarin);
2. Marketing and Promotion of Italian Industries;
3. Analysis of Trade & Economic Statistics;
4. Basic knowledge in office administration;

Invited candidates will start with the written and spoken English and Chinese (Cantonese & Mandarin) and only those who will pass this written examination will be invited for oral examination on other subjects.

For each examination will be marked from 1 to 10 points, **only invited candidates that will get at least 6 points in the written and spoken examination (both English and Chinese) can be admitted to the oral examinations.**

For the preferential requirements, additional points will be assigned for previous work experience in a similar role with Italian entities and/or companies based in Hong Kong, and/or previous experience with Industry Associations in Hong Kong.

The written & spoken examinations on English and Chinese (Cantonese & Mandarin) will be effected between 28 to 30 October 2019, those who will pass the written and spoken examinations on English and Chinese (Cantonese & Mandarin) will be invited for other examinations between 11 – 13 November 2019.

An examination board will be formed by Mr. Michele Scutto, Mr. Tyrone Mong and Mr. Venito Li of ITA – Hong Kong office.

The candidates will be admitted to oral examinations only if they meet formal and substantial requirements as stated above, otherwise there will be no response from our end. For those candidates who pass the examination, the recruitment will be valid, executed and effective only after the signing of the formal employment contract.

Passing the above-mentioned examinations does not automatically imply any obligation for ITA – Hong Kong office to recruit or sign the employment contract with the selected candidates, nor is to be intended as his/her automatic recruitment at the office of ITA in Hong Kong.

If the suitable candidate has more than 3 years relevant working experiences in business and/or trade environment, will be the sole discretion of this office, ITA Hong Kong, to consider offer him/her a position of “Trade Analyst”.

Please note that the recruitment of the suitable candidate is subject to a “No-objection statement” to be issued by the Italian Government, and the candidate need to provide all necessary documents for this, therefore, after final selection of the candidate, the contract will be awarded and become effective only upon receiving it.

For additional information about this position, please contact the Italian Trade Agency – Hong Kong Office at Suite 4001, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong – Mr. Tyrone Mong, Senior Trade Analyst, email: [t.mong@ice.it](mailto:t.mong@ice.it); Tel. 2846 6500 or visit our web site [www.ice.it/en](http://www.ice.it/en).



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**IMPORTANT NOTICE**

**This selection could be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in Hong Kong at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.**

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The Italian Trade Agency ("ITA") does not discriminate on the grounds of age, sex, marital status, disability, colour, race, religion in the application of its employment policies, including but not limited to recruitment, training and promotion.  
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A handwritten signature in purple ink, appearing to read 'M. Scutto'.

Michele Scutto  
Italian Trade Commissioner