



ITALIAN TRADE AGENCY

Italian Trade Agency Shanghai

RECRUITMENT ANNOUNCEMENT FOR TRADE ANALYST POSITION

ITA Agency overview:

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

Recruiting position and type of contract offered:

ITA - Agency Shanghai Office, is going to expand its workforce by hiring a new resource for a TRADE ANALYST position to be recruited through execution of labor contract with Fesco and dispatched to work at ITA – Agency premises.

Salary package:

RMB 7.500,00 gross salary (before personal income tax), 13th months.

Above salary are tax-inclusive amount composed by the net salary after tax plus the individual income tax, not including the social insurance premiums and housing reserve fund which will be borne by ITA - Agency Shanghai Office.

Place of work:

ITA – Italian Trade Commission, Shanghai Office
Rm. 1902-1903 The Center
989 Changle Road
Shanghai P.R. China 200031

Responsibilities:

- Collect statistical data and the most up-to-date local legislation
- Develop market analysis
- Make presentations using Powerpoint
- Identify and manage contacts with representatives of the relevant local trade associations, local competent government authorities and the most important stakeholders;
- Manage relations with specialized media in the sector
- Create and manage the database of local companies
- Detect news and previews of projects that might be interesting for Italian companies to be publicized through the portals of ICE-Agency;



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- Assist Italian companies interested to start activity 'trade with China by encouraging the best approach to the market through the provision of services under the catalog of ICE-Agency services;
- Carry out promotional events, conferences and seminars in China;
- Organize Italian national participations at local trade fairs
- Travel internationally to accompany delegation in Italy visiting trade fairs or industrial sites etc.
- Administrative management of the projects assigned in compliance with the internal regulations of ICE-Agency

Qualifications required:

- Tax residence: Tax residence in the R.P.C and Chinese Citizenship
- Degree of study: Bachelor's degree, preferably with a marketing orientation or economic matters;
- Languages: Chinese native, Good level of English – Good written and speaking communication skills in both languages
- Computer skills: Excellent knowledge of the Office package and related applications (Word, Excel, Power Point), surfing the Internet, Google platform and email

Preferential requirements:

A good knowledge of the Italian culture and language (written and spoken)

Previous work experience: it is preferential to have gained previous similar work experience or to have collaborated with other TPOs or have carried out activities in the field of organizing promotional and communication events.

Selection procedure:

ITA – Agency will carry out the selection procedures in accordance with the provisions of its own internal regulation (Communication n. 19/19 dated 7.3.2019):

- Candidates wishing to participate in the selection will be evaluated by a commission.
- At the end of the selection procedure, based on the scores obtained in each test and the scores according to the preferential qualifications, a final ranking will be drawn up. The first person on the list will be the selected applicant and the contract will be offered.
- Candidates will be assigned an anonymous number during the selection procedure to be identify
- Tests' results and final ranking will be published on ITA official website:



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The ranking will remain valid for ITA – Agency for 8 months after the identification of the winner. If ITA – Agency during the period of validity of the ranking, it needs to hire figures for the positions of Trade Analyst or Assistant Trade Analyst asking for no specific sectorial expertise and with legal and economic conditions to be defined each time, it will contact the people to propose the position and applicable conditions.

Tests' structure:

1. Written test on marketing elements. Maximum score attributable 30/100. If the score awarded is less than 21/30, the candidate will not be admitted to the subsequent tests;
2. Face to face cognitive interview to ascertain the suitability to perform the functions inherent to the position. Maximum score attributable 40/100;
3. Oral translation without the use of dictionary of a short text from English or Italian language (if the candidate declares to speak Italian). Maximum score attributable 15/100;
4. Practical test aimed at ascertaining the knowledge of the main IT tools and related applications. Maximum score attributable 15/100;

The language in which the tests will be taken will be English. If the candidate declares to speak Italian, the oral language test will be taken in Italian.

Additional scores will be considered in the evaluation of the preferential qualifications related to the knowledge of the Italian language (2 points) and previous similar work experience (1 point for each year)

Exams calendar:

The exams calendar will be communicated subsequently to all those admitted to the written test as compatible with the general admission requirements.

How to apply:

To be admitted to the selection procedures a request for participation must be sent to the following e-mail address recruitment@ins-globalconsulting.com - indicating in the subject TRADE ANALYST POSITION - enclosing the following documentation:

- Updated Curriculum Vitae, **with handwritten signature at the end**
- Copy of the bachelor's degree or of the master's degree
- Declaration to be tax resident in China and China Citizen
- Certification of the absence of any criminal convictions as well as' the charges pending
- Copy of passport or an identity document
- Any certifications to prove the computer knowledge and English and/or Italian level of Knowledge

Email must sent by November 10th 2019, 11:59 pm (Beijing Time)



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Exclusion from selection procedures

Candidates cannot be admitted to the selection procedures if:

- Their admission request is not completed and does not indicate the possession of all the requirements prescribed in the paragraph "How to apply"
- The admission request is submitted after the deadline set by this announcement

Disclaimer

The ICE-Agency reserves the right to suspend or cancel the selection at any time and for any reason without generating any legal or economic moral obligation towards candidates including those who meet all the requirements and those who have taken part at one or more test. selection interview.

Request of clarification

For any enquiry on this announcement and the selection procedures, please write to recruitment@ins-globalconsulting.com

A handwritten signature in black ink, appearing to read 'M. Tremiterra', is written over a light blue horizontal line.

Massimiliano Tremiterra
Italian Trade Commissioner
Shanghai Office