

RECRUITMENT ANNOUNCEMENT FOR A **SECRETARY POSITION (FULL TIME)**

ITA-Agency overview:

The Italian Trade Agency is the Governmental entity which promotes the internationalization of Italian companies according to the policies of the Italian Ministry of Foreign Affairs and International Cooperation. ITA provides support to Italian companies for their internationalization activities. ITA is headquartered in Rome and operates through a network of offices worldwide linked to Italian Embassies and Consulates and it works closely with local authorities and businesses.

Recruitment position and type of contract offered:

ITA – Agency is recruiting a Secretary with a permanent contract to be employed in our office in Beijing starting from October 1st 2022. The selected candidate will complete a probationary period of three months.

Gross monthly salary RMB 8,186.07 (13 months) for a full-time position. Salary level may vary according to exchange rate fluctuation.

Responsibilities:

The Secretary will take care of the administrative and organizational tasks to support the office daily operation, namely:

1. Performing general secretarial duties for the management (drafting letters and notes, managing agenda and organizing meetings)
2. Preparing purchase contracts, dealing with the relevant administrative procedures
3. Supporting on tasks related to accounting
4. Uploading information and news into database and calendars
5. Managing website and ITA Beijing social accounts
6. Preparing documents, memos, minutes and reports as requested
7. Telephone switchboard operation
8. Sorting and filing of the correspondence

Qualifications required:

1. Tax residence in the P.R.C., Chinese Citizenship, based in Beijing
2. High school secondary diploma or high school technical diploma
3. Chinese native, very good knowledge of Italian, professional knowledge of English
4. Excellent computer literacy, knowledge of the Office package (Word, Excel, Power Point), Internet, Google Drive and Gmail

Preferential requirements:

1. Previous work experience in similar roles.
2. Higher degree of study.

Selection procedures:

ITA-Agency will carry out the selection procedures in accordance with the provisions of its own internal regulations (ITA Communication of Service n. 32/21 dated 21/09/2021):

1. Candidates wishing to participate in the selection process will be evaluated by a commission.
2. At the end of the selection process, based on the scores obtained in each test (please refer to the *Test structure* section below) and the scores according to the preferential qualifications, a final ranking will be drawn up. The first candidate on the list will be the selected applicant.
3. Results and ranking will be published on ITA-Agency official website.
4. The ranking will remain valid for ITA-Agency for six months after the current selection. Should ITA-Agency need to hire additional personnel to cover the positions of Secretary, candidates listed in the ranking will be contacted and offered the post with legal and economic conditions to be defined accordingly.

Test structure:

1. Interview to ascertain the suitability to perform the functions inherent to the position. Maximum score: 35/100;
2. Oral translation without the use of the dictionary of a short text from Italian into Chinese. Maximum score: 15/100.
3. Oral translation without the use of dictionary of a short text from English into Chinese. Maximum score: 10/100
4. Practical test aimed at ascertaining the knowledge of the main IT tools and related applications. Maximum score: 20/100.

Additional scores will be considered in the evaluation of the preferential qualifications, namely: previous work experience in similar roles (maximum score: 10/100) higher degree of study (maximum score: 10/100).

Exams calendar:

The exam calendar will be communicated to shortlisted candidates only. The selection process is expected to take place at the beginning of July 2022.

How to apply:

A request for participation must be sent to: pechino@ice.it

The request should indicate in the subject "Secretary Position" and enclose the following documentation:

- An updated Curriculum Vitae, duly signed
- A copy of the High school diploma
- A declaration assessing the candidate's residency in Beijing and his/her Chinese citizenship
- Certification of the absence of any criminal convictions as well as of pending charges
- A copy of passport or identity document
- Any certification proving IT and languages' knowledge

Applications must be received by July 4th 2022, 17:00 Beijing time.

Exclusion from selection procedures:

Candidates will not be admitted to the selection procedures if:

- Their admission request is not completed and does not indicate the possession of all the requirements listed in the “How to apply” section.
- The admission request is submitted after the deadline set forth by this announcement.

Disclaimer:

The ITA-Agency reserves the right to suspend or cancel the selection at any time and for any reason without generating any legal or economic moral obligations towards candidates including those who meet the requirements and those who have taken part in one or more of tests/interviews.

Request of clarification:

Any enquiry on the selection process should be addressed to: **pechino@ice.it**

Gianpaolo Bruno
Italian Trade Commissioner
Beijing Office

