



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Office of the Italian Embassy

Office of Beirut for Cyprus, Lebanon and Syria

Appointment – Italian Trade Agency Beirut– Assistant Trade Analyst

The Italian Trade Agency (ITA) is looking for an Assistant Trade Analyst (hereinafter “Assistant”) with marketing and organizational skills, very good knowledge of Italian language, both spoken and written, and experience in digital marketing and social media.

Employment Agreement shall be subject to a six months of trial period after which both parties shall agree in the continuation of the Agreement on an unlimited base.

Job description

The Assistant shall support the Beirut ITA Office in all the activities related to assistance to Italian companies and promotional initiatives of the Agency.

The scope of work will be to provide advice, assistance, information and support to Italian companies interested in developing their business in Lebanon; to manage related social media; to be able to work in Italian language both written and spoken; to perform administrative duties.

Duties and responsibilities

In more details, the activities of the Assistant shall include, among others, the following:

- to elaborate market analyses and product positioning;
- to provide basic legal, fiscal and technical information on the Lebanese market;
- to carry out administrative assistance related to the above-mentioned activities;
- to manage social media communication;
- to work autonomously in Italian both written and spoken.

The activities will be carried out in compliance with the guidelines issued by Italian Trade Agency. The Assistant will report to the Beirut Office Director.

Requirements

The following requirements shall be met at the day of the submission of the candidacy:

- bachelor’s degree in economics, business, law or marketing;
- at least five years of experience in similar jobs – in private or public sector;
- knowledge of the business environment in Italy and in Lebanon;
- excellent proven skills in communication and social media management;
- knowledge of web and computer technologies (as i.e. excel and power point)
- knowledge of Italian language will be tested with a written and oral exam;



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- good knowledge of the Italian and Lebanese's administrative system and tender procedures;
- outstanding communication skills, organizational ability, multitasking attitude, work by objectives and results' orientation;
- be resident in Lebanon by at least 2 years.

Fluency in languages other than Italian, English and Arabic is an added plus.

Curriculum vitae must be sent to beirut@ice.it listing all the above-mentioned requirements.

All Curriculum Vitae must be accompanied by a letter of motivation written in Italian.

Deadline for the submission: **18th May 2018**

Candidacies arrived later than the deadline date or without letter of motivation will not be considered.

Candidates that do not meet the requirements will not be contacted.

Beirut, May 4th, 2018



@ITABeirut