



ITALIAN TRADE AGENCY

義大利經濟貿易文化推廣辦事處 貿易組

## JOB OPPORTUNITY

### 1 - Description:

The Italian Trade Agency in Taipei is looking for an accountant with undetermined time contract. An accountant is in charge on every administrative and accountancy aspects of the office.

### 2 – Education, Languages, Skills

Education: Upper secondary school certificate and/or advanced technical institute diploma.

Languages: Excellent knowledge in Chinese language, both spoken and written, good knowledge in Italian or English language, both spoken and written.

IT skills: Good knowledge of main computer tools and applications.

### 3 - Salary

The gross monthly salary for the job is NTD 35.000

### 4 – Examination

An examination will be required for the selection, consisting of 3 parts:

- 1- A brief Interview to assure the candidate will fit the job requirements
- 2- Oral translation (without using a dictionary) from Chinese to Italian and/or English of a short text provided by the Italian Trade Agency
- 3- IT skills practical test

Each part will be evaluated by a special examination committee. Evaluation range for each part: 1 (min) to 10 (max) Previous professional experience in similar fields relevant to the duties concerned will be considered as an advantage.

The examination will take place at the Italian Trade Agency Office approximately on last days of May/ first week of June. The exact date and hour will be previously announced to the candidates.

### 5 - Application procedure

**Italian Trade Agency - Taipei**

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Taipei 11012, Taiwan  
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Cod. Fisc. Part. Iva 12020391004  
Certificazione UNI EN ISO9001

Applications should be sent exclusively by email to the Office of the Italian Trade Agency in Taipei at the following address [taipei@ice.it](mailto:taipei@ice.it), with a cover letter and specifying in the object STAFF SEARCH ITA TAIPEI OFFICE.

Together with the application, applicants have to send following documents:

- CV in Italian or English
- Upper secondary school certificate and/or advanced technical institute diploma document
- Self-declaration on own citizenship and self-declaration to be physically resident in Taiwan.
- Working visa in Taiwan (for foreign citizen)
- Self-declaration on the absence of criminal conviction and pending charges with the law
- Copy of a personal identity document

The deadline for applications is May 24th 2019