



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane

Ufficio di Bangkok

JOB ANNOUNCEMENT

THE ITALIAN TRADE AGENCY, BANGKOK OFFICE has two job vacancies:

- 1) SECRETARY**
- 2) ASSISTANT TRADE ANALYST**

The employer: The Italian Trade Agency in Bangkok

Italian Trade Agency (ICE-ITA) is the government agency with diplomatic status which promotes the internationalization of 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:

<https://www.ice.it/en/index.php/markets/thailand>

The Italian Trade Commission is currently seeking qualified candidate for the following positions.

Job Position #1: Secretary (Urgently Required)

(permanent contract, with 3 months probation period)

The candidate will be required to perform the following duties:

- ❖ To perform general secretarial duties for the team (receiving phone call, drafting letters and notes, take memos and minutes of meetings, managing agenda and organizing meetings);
- ❖ To register, send, receive, archive and/or file all correspondence (internal and external) relating to the team's responsibilities and portfolio;
- ❖ To assist the Trade Commissioner with the preparation of the files and the approval circuit for all draft correspondence, procurement or financial transactions;
- ❖ To assist the Trade Analyst and Trade Commissioner with the necessary arrangements for the hosting of meetings, participation in external meetings or events, planning and organizing of travel missions;
- ❖ To carry out any other duties assigned by the Trade Commissioner and parties concerned that all requirements;
- ❖ To coordinate with related projects and Public Relation;
- ❖ To update Ital websites and social media
- ❖ To participate meeting and mission in Thailand and abroad;

The candidate should meet the following requirements:

- ❖ Bachelor's degree or equivalent in related field;
- ❖ Language required: A very good knowledge of the English language - understanding, reading, speaking & writing;
- ❖ Advanced computer literacy in Windows OS, MS Office applications;
- ❖ A strong sense of initiative & responsibility, motivated, self-starter, ability to work alone and/or in a team, respecting deadlines, and ability to handle stressful situations;

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The following skills will be prioritized in the selection process:

- ❖ Good communication skills in Thai/ Italian: spoken and written fluently;
- ❖ Good interpersonal skill;
- ❖ Previous experience in the same position (either public or private sector) is considered preferable;

Please note that Candidates lacking the mandatory requirement above mentioned will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.

The candidate should be ready to travel internationally when required.

To apply for this position:

Interested candidates must submit an application letter and CV (specify current salary) only by email to: bangkok@ice.it not later than **Monday, January 07th 2019 at 17:00 (GMT+7) Time in Bangkok.**

For additional information about this position, please contact the Italian Trade Agency – Bangkok Office at Trade Promotion Section - Embassy of Italy, 14th Floor, Buhajit Bldg., North Sathorn Rd., Silom, Bangrak, Bangkok 10500, email: bangkok@ice.it, Tel. 02.633-8491

Job Position #2: Assistant Trade Analyst

(permanent contract, with 3 months probation period)

The candidate will be required to perform the following duties:

- ❖ To provide support in conducting economic and market analysis both qualitative and quantitative, and providing advice and/or consultancy services for the Italian business to explore market opportunity in Thailand, Myanmar, Cambodia and Laos
- ❖ To update information related to trade opportunities, changes in regulations, etc.
- ❖ Cooperation in planning and organizing trade shows and various promotional events like seminars, workshops, meetings and mission to/from Italy;
- ❖ To set and to maintain good relationships with contacts in industries, trade associations and government agencies
- ❖ Enjoy seeking new knowledge and conducting market research
- ❖ To provide support in implementing basic information and assistance to Italian companies interested in entering the Thai/ Laotian/ Burmese/ Cambodian market, as well as Thai/ Laotian/ Burmese/ Cambodian companies interested in Italian products/ companies/ investments;
- ❖ To participate meeting and mission in Thailand and abroad;

The candidate should meet the following requirements:

- ❖ Minimum of bachelor's degree in related field;
- ❖ Language required: A very good knowledge of the English language - understanding, reading, speaking & writing;
- ❖ Systematic analytical thinking and ability to manage various research data with accurate and reliable results
- ❖ Good understanding of economy, business practices, laws, regulations and policies. General knowledge about Italy, Thailand and Myanmar is an advantage
- ❖ Advanced computer literacy in Windows OS, MS Office applications;

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The following skills will be prioritized in the selection process:

- ❖ Minimum of bachelor's degree in economics, marketing, business administration, International trade or other closely related fields;
- ❖ A minimum of 1 years of experience (in the Internatinal Trade, Embassies, Trade Promotional Organization and etc).
- ❖ Good communication skills in Thai/ Italian: spoken and written fluently;
- ❖ Excellent interpersonal and communicational skills;
- ❖ Proven ability to work with highly regulated subject and to adapt to a variety of audiences (private or institutional)
- ❖ Project management skills coupled with a high attention to detail and superior multi-tasking abilities;
- ❖ Previous experience in the same position (either public or private sector) is considered preferable;

Please note that Candidates lacking the mandatory requirement above mentioned will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.

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The Italian Trade Agency ("ITA") does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.
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Best regards,

Giuseppe Lamacchia
Italian Trade Commissioner

Bangkok, 21.12.2018