



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Office of the Italian Embassy

Trade Promotion Office of the Italian Embassy
to the UAE, Oman and Pakistan

JOB ANNOUNCEMENT

ITA Dubai is currently recruiting for a Trade Analyst (One year, full time)

The Italian Trade Agency in Dubai:

The Italian Trade Agency (“ITA”) is a governmental entity 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.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

TRADE ANALYST - Dubai

The Role:

ITA is looking for a Trade Analyst to work within the Dubai Office. The Trade Analyst will assist with the promotion and internationalization of Italian companies in the UAE, Oman and Pakistan.

Key Responsibilities:

1. Organization of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2C;
2. Assistance to Italian and UAE companies interested in importing / exporting;
3. Dealing with suppliers and companies in a professional manner by order of priority, both on telephone and e-mail;
4. Assistance in the organization of trade missions to and from the UAE, Oman and Pakistan and Italy i.e. booking airline tickets, hotels, etc.
5. Assistance in general office clerical activities;
6. Excellent knowledge of computer systems;
7. Assistance in using the main online platforms used by ITA;
8. Creation of graphic material, promo-advertising for the various promotional initiatives;

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9. Assistance to the Trade Commissioner in the annual preparation of the promotional program;
10. To be able to have regular contact with our Head Office in Rome regarding office activities;
11. Registering our services to Italian companies on our CRM systems and sending the invoices;
12. Management and updating files related to our tariff services and monitoring the revenue and results achieved;
13. Performing other related ad-hoc duties to support the team as required.

Requirements to BE GUARANTEED and CLARIFIED at the time of application:

- a) Applicants must be eligible to work in the UAE;
- b) The applicant must be able to show any current and valid passport or ID;
- c) A CV is required;
- d) *If he/she is Italian citizen or have any other citizenship he/she must provide corresponding certifications relating to the absence of any criminal sentences as well as pending charges (issued by the Judicial Register and by the Pending Loads);
- e) Proficiency in English and Italian (spoken and written);
- f) Must have an active UAE Bank Account;
- g) Bachelors' degree preferably in Economics,
- h) Excellent knowledge of computer systems;
- i) Strong organizational skills;
- j) Prepared to learn our office software systems for general office activities;
- k) Good knowledge of Windows Office tools (Excel, Word, PowerPoint, etc ...);
- l) Flexibility to work with different teams and able to work within a team and independently;
- m) General ability to create graphics, promotional and advertising material;



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- n) A minimum of one or two years experience in a similar role - in the private and / or public sector is considered preferential;
- o) Experience of working in an international group would be beneficial;
- p) Result-oriented, resourceful, positive approach to problem-solving;
- q) Immediate or short-term availability.

* concerning letter d) at the time of application it is necessary, at least, to provide a clear proof of the requested documentation

Candidates who do not have the above mentioned requirements will not be taken into consideration for the selective tests.

Job Location:

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road - Exit 22 or Nakheel Metro Station

Arenco Tower - Office 506& 508

Hours of Work: Sunday to Thursday office hours (currently from 9am to 5pm).

Instructions for submission:

Send your CV and Self-declaration that verifies the possession of the requirements which guarantees entry to the selective phase ONLY BY EMAIL to: dubai@ice.it Attn. Gianpaolo Bruno

The closing date for applications is Sunday 28th April 2019 @ 23:59.



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ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian) within May 2019:

1. Written test: starting from 5 different topics - one will be randomly extracted and you will be asked to develop a short essay concerning the promotion of Italian projects in the UAE or concerning the ways in which you would assist an Italian company in the search for a distributor, etc ...
2. Practical test: computer test to prove general knowledge of PC use;
3. Speaking test: in Italian and English.

Timing: about 60 min.

The candidates will be evaluated on a 1-10 scale for each test.*

Salary:

Basic salary to Euro 27,076.92 for a full time position.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

IMPORTANT NOTICE

This selection may be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in London at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.