



RECRUITMENT ANNOUNCEMENT FOR 2 POSITIONS AS TRADE ANALYST

ITALIAN TRADE AGENCY BEIJING OFFICE

ITA Agency overview:

ITA – Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

Recruitment positions and type of contract offered:

ITA – Agency Beijing Office is going to hire a **2 TRADE ANALYSTS** to be recruited through a FESCO labor contract and assigned to work at ITA – Agency premises.

Salary package for both positions:

RMB 11.132,40 employee monthly gross salary for 13 months (total monthly salary before paying individual income tax and mandatory benefits contribution, including housing fund).

ITA – Agency will also be responsible for the payment of the employer social security contribution including the housing fund.

Contract validity:

Permanent full-time position, 40 working hours per week.

Recruitments are expected to be scheduled after the selection process, between the months of July and October 2023.

Signing of the contracts is subject to the approval of the Italian Embassy in Beijing. The authorization process will require an additional period of 45 days after the selection.

Place of work:

ITA – Italian Trade Commission, Beijing Office

*Room 1-61, Office Building, Sanlitun Diplomatic Residence Compound,
No. 1, Gongtibeilu Road, Chaoyang District, 100600 Beijing*

Responsibilities:

- Organize, coordinate and carry out promotional activities, such as trade show pavilions, exhibitions, conferences, seminars and advertisement campaigns in accordance with relevant administration procedures.
- Organize Italian national participations at local trade fairs.
- Assist Italian companies interested in entering the Chinese market.
- Identify and manage contacts with representatives of the relevant local trade associations, local competent government authorities and the most important stakeholders.
- Coordinate Social Media communication and digital marketing.
- Manage relations with specialized sectoral media.



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- Manage and supervise budget and accounting reporting on the projects performed, in compliance with the internal regulations of ITA-Agency.
- Detect news and previews of projects that might be interesting for Italian companies to be publicized through the portals of ITA-Agency.
- Conduct market analysis, perform research projects and monitor product sectors assigned.
- Produce sectorial reports with up to date statistical data including highlights on local legislation.
- Liase with local partners, Italian companies and ITA-Agency headquarters in Rome.
- Travel internally and internationally to accompany delegation in Italy visiting trade fairs or industrial sites.
- Create and manage the database of local companies.

Qualifications required:

- Tax residence in the P.R.C. and Chinese Citizenship, based in Beijing.
- Bachelor's degree, preferably with major in marketing and/or economics specialisation.
- Chinese native, good level of English (spoken and written).
- Excellent knowledge of the Microsoft Office package (Word, Excel, Power Point, Access)

Preferential requirements:

- Good knowledge of Italian language (spoken and written).
- Previous similar working experience or collaboration with other organizations for promotional and communication events.

Selection procedure:

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

- Candidates wishing to participate in the selection process will be evaluated by a commission.
- At the end of the selection process, based on the scores obtained in each test (please see table below) and the scores related to the preferential qualifications, a final ranking will be drawn up. The first candidate on the list will be the selected applicant.
- Results and ranking will be published on ITA-Agency official website.

Test structure:

- Written test on marketing subjects. A maximum score of 30/100 will be assigned. Only candidates with an awarded score equal to 21/30 or above will be admitted to the subsequent tests.
- Interview to assess the suitability to cover the position. Maximum score: 35/100.
- Oral translation without the use of dictionary of a short text from English into Chinese. Maximum score: 15/100.
- Oral translation without the use of dictionary of a short text from Italian into Chinese (if the candidate declares to speak Italian). Maximum score: 10/100.
- Practical test to assess the knowledge of the main IT tools and related applications. Maximum score: 8/100.

All the above-mentioned tests will be performed in English. Knowledge of the Italian language will be tested if the candidate declares to speak Italian.

Additional scores will be considered in the evaluation of the preferential qualification related to previous similar work experience (maximum 2 points).

Exam calendar:

The exam calendar will be communicated to shortlisted candidates. The selection procedure is expected to be completed by the first half of June 2023.

How to apply:

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

The request should indicate in the subject "TRADE ANALYST POSITION" and enclose the following documentation:

- An updated Curriculum Vitae duly signed.
- A copy of bachelor's degree or master's degree
- A declaration assessing the candidate's residency in China and his/her China's 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.

Deadline for applications: Wednesday 31st May, 16:00 Beijing time

Exclusion from selection procedures:

Candidates will not be admitted to the selection procedures if their admission request is not completed, does not indicate the possession of all the requirements listed in the "How to apply" section or 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 obligation towards candidates including those meeting the requirements and those taking 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

Firmato digitalmente da: Gianpaolo Bruno
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