

***** JOB ANNOUNCEMENT *****

ICE / ITALIAN TRADE AGENCY - LONDON OFFICE is currently recruiting for an assistant ASSISTANT TRADE ANALYST for the Ireland Desk in Dublin - (Contract 12 months), at the premises of the Italian Embassy in Dublin, supporting in the promotion of Italian companies accessing Irish Market.

Should you have a good knowledge of the Irish market, Internationalisation, events, promotion, and you think this could be a good fit for you, please send me your resume and a letter (to recruitmentlondon@ice.it) explaining why you decided to apply. Feel free to get in touch for more info regarding this role.

Deadline 10th April 2024

Key Responsibilities:

- Assistance to Italian companies interested in exporting ;
- Support for internationalisation;
- Dealing with suppliers and companies in a professional manner by order of priority, both on the telephone and e-mail;
- Maintaining a high level of satisfaction with the quality perceived by customers;
- Giving general information;
- Organisation of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2CO, webinars;
- Dealing with the participation of Italian companies through event/ fairs/ trade exhibition in Ireland;
- Analysis of business opportunities, in Ireland, for Italian companies;
- Assistance in the organisation of trade missions to and from Ireland and Italy i.e. booking airline tickets, hotels, etc;
- Creation of customised packages of services (paid / or free of charge) to help Italian companies to import and to export;;
- Definition of the project, definition of all resources necessary for the realisation of the event;
- Dealing with the exhibition organisers for the spaces, activation of all agreements necessary to organise the Italian pavilion, dealing with all suppliers;
- Management of promotional campaigns through the use of different communication channels (for example advertising, creation of content for websites, social media, etc.);
- Management of the paid and free of charge services;



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Administration of all documentation regarding the different initiatives through ITA specific software;
Increase the network of stakeholders including potential partners, investors, local associations, government agencies and bodies, through the participation to international exhibitions, seminars, workshops, and networking events;

Assistance in general office clerical activities and to be able to have regular contact with our Head Office in Rome regarding general office activities;

Performing other related ad-hoc tasks to support the Italian trade agency – office in London.

Role Requirements:

- a) Candidates must be eligible to work in the EU/Ireland;
- b) The candidate must be able to show a current and valid passport or identification document;
- c) A curriculum vitae (CV) is required;
- d) Fluent knowledge of Italian (spoken and written) and English;
- e) Excellent writing skills in Italian;
- f) Preferably a bachelor's degree in Economics, Business, Political Science, or a related discipline. A master's degree is preferred;
- g) Excellent knowledge of Office tools (Excel, Word, PowerPoint, etc.);
- h) Multimedia skills: knowledge of graphic applications and tools (Photoshop, Canvas, etc.), Zoom, Webex, and similar connectivity platforms will be a significant advantage;
- i) Flexibility in working with diverse teams and the ability to work both within a team and independently;
- j) Ability to produce reports, briefings, and memos at short notice in both Italian and English;
- k) Experience in a similar role, preferably in the private and/or public sector;
- l) Experience working in an international group would be an advantage;
- m) Results-oriented, proactive, positive approach to problem-solving;
- n) Immediate or short-term availability.

Benefits:

20 days of vacation

15 Smart-working days per year

20 paid leave hours

The position requires full-time presence in the office 5 days a week with a schedule of 9:00/17:00 (35 working hours per week). On occasion of events, it may be required to work on weekends, which will be compensated. Availability for occasional short trips (UK/Ireland and Italy).