

ITA AGENZA-GUANGZHOU OFFICE

RECRUITMENT ANNOUNCEMENT FOR TRADE ANALYST POSITION

**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 investments 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 position & Salary package:**

ITA-Agency Guangzhou office located in Unit 1401, 14/F International Financial Place (IFP)  
No.8 Hua Xia Road,Zhujiang New Town, Guangzhou.

The trade analyst position to be recruited through executive labor contract with FESCO-Anxun and dispatch to work in ITA Canton office.

Monthly gross salary RMB 7,500 (13 months), the salary amount is subject to individual tax and social insurances , housing fund in accordance with state regulations.

**Responsibilities:**

- Following Roma's marketing promotional plan to organize a series promotional activities, keep close communication with relevant department in Roma of the activities preparation and development, when conclusion of the activities, a summary report needs to be submitted to office trade commissioner.
- Assist to office trade commissioner in marketing and executive area.
- Manage ICE service, need to meet the service target and deadline, assist the Italian company interested in entering Chinese market.
- To be a good team worker, coordinate with other colleagues in promotional events, conferences and seminars, cooperate with team in develop the market analysis report.
- Business travel internally and internationally.
- Manage to update Office webpage, trade news on line and others system manager tasks

**Qualifications required:**

1. Tax residence in the P.R.C. and Chinese Citizenship
2. Bachelor's degree, preferably in marketing or economics specialization.
3. Proficient in English, both in written and spoken.
4. Excellent computer literacy, knowledge of the Office package and related applications (Word, Excel, Power Point), Internet etc.



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**Preferential requirements:**

1. Similar working experience in commercial organizations, good knowledge of marketing and commercial environment, good team worker.
2. Good skill in composing a marketing report and have an insight of the commercial strategy.
3. Good knowledge of the Italian language.

**Selection procedures:**

ITA-Agency will carry out the selection procedures in accordance with the provisions of its own internal regulation:

1. Candidates wishing to participate in the selection will be evaluated by a commission.
2. At the end of the selection procedure, based on the scores obtained in each test and the scores according to the preferential qualifications, a final ranking will be drawn up. The first person on the list will be the selected.
3. Test results and final ranking will be published on the ITA official website;
4. The ranking list will remain valid for ITA-Agency for 6 months after the identification of the winner. Whenever the need to cover similar roles arises during the period, ITA-Agency will contact refer to the list and contact persons to propose the position with legal and economic conditions to be defined accordingly.

**Test structure:**

1. Written test on marketing elements, 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.
2. Interview to assess the suitability to perform the functions inherent to the position. Maximum score attributable 20/100;
3. Oral translation without the use of the dictionary of a short text from Chinese into English. Maximum score attributable 15/100;
4. Oral translation without the use of the dictionary of a short text from Italian into Chinese. (If the candidate declares to speak Italian) Maximum score attributable 10/100;
5. Practical test to assess the knowledge of the main IT tools and related applications. Maximum score attributable 10/100.
6. Additional score 15/100 will be considered in the evaluation of the preferential qualification related to previous similar work experience.

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.

**Exams calendar:**

The exam calendar will be communicated subsequently to those meeting the requirements. The selection process is expected to start in the fourth week of April 2022.



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**How to apply:**

Job application letter sent to the following email address [canton@ice.it](mailto:canton@ice.it) - indicating in the subject TRADE ANALYST POSITION

Applications must enclose the following documentation:

- Cover letter of brief personal introduction.
- Updated Curriculum Vitae.
- 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.
- Any certification to prove the computer knowledge and language knowledge (Italian/English)

Applications must be received by 2022/04/18, 5pm Beijing time.

**Exclusion from selection procedures:**

Candidates can not be admitted to the selection procedures if:

- Their admission request is not completed or the applicant does not meet the requirements indicated in the paragraph "How to apply";
- The admission request is submitted after the deadline

**Disclaimers:**

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 moral obligation towards candidates including those who meet all the requirements and those who have taken part at one or more test selection interview.

**Further information:**

For any enquiry on this announcement, please write to [canton@ice.it](mailto:canton@ice.it)

il Responsabile  
Massimiliano Tremiterra

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Trade Commissioner-Canton Office