



**Camera di Commercio Italiana in Cina**

中国意大利商会

China-Italy Chamber of Commerce

**China-Italy Chamber of Commerce  
Beijing Career Day, May 12<sup>th</sup>, 2018**

**Job Description**

**Position:** Project Assistant (Beijing Office)

**Job Description (100 words)**

Under the Office Manager's guidance and instructions, the candidate will assist the Office Manager:

- For the organization of the planned activities and events;
- For the organization of fairs and exhibitions, including the planning of the project and the co-ordination with any third parties involved;
- For the CRM of the Membership Campaigns;
- For implementing and promptly executing the Information Service, by dispatching information based on inquiries received in a timely manner;
- For the office management related to coordination with IT supplier, office suppliers order, organization and update of archive and any other tasks the Office Manager might deem to involve him/her into, etc.

Job location: Beijing

Type of job (full-time, part-time, internship): Internship

Required experience: N/A

Starting date: First week of July/First week of September

Salary (if indicated): N/A

**Candidate's Requirements (100 words)**

- European nationality (Italian nationality is preferred);
- Bachelor graduate, marketing and business background is preferable (MSc graduate is a plus);
- Good command of English both oral and written (good command of Chinese is a plus);
- Strong IT skills with proficiency in Office package;
- Excellent organization, analytical and communications skills;
- Pro-activeness, ability to work under pressure;



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### Company Information

Company Name: China-Italy Chamber of Commerce (CICC)

#### **Company Description (100 words)**

The China-Italy Chamber of Commerce (CICC) is an association funded in 1991 that gathers the Italian business community in China. Officially recognized by the Ministry of Economic Development and Chinese Ministry for Civil Affairs, the CICC is part of the Italian institutional system in the P.R.C. The CICC offers services and guidance to Italian companies willing to enter the Chinese market and to Chinese companies willing to invest in Italy, and actively promotes the Italian business in China. The Chamber currently counts around 600 Members, who contribute to more than 150 activities organized by the Chamber.