



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 12th, 2019

Job Description

Position: Office Coordinator

Job Description:

- Prepare and manage news and contents for Fondazione Italia Cina's different platforms;
- Management of information service regarding Fondazione Italia Cina' platform and projects.
- Following office workflow procedures to ensure maximum efficiency;
- Maintaining files and records with effective filing systems;
- Carrying out and monitoring development of new projects and Partnership Opportunities.

Job location: Beijing

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

Required experience: 2-5 years

Starting date: ASAP

Salary (if indicated): N/A

Candidate's Requirements:

- Italian nationality;
- Italian mother tongue;
- Proficient command of English (oral and written. Chinese is a plus);
- Economy studies background (preferential);
- Proficiency in Excel and Office;
- Minimum of two years working experience;
- Pro-activeness, ability to work under pressure and multi-task, independence in organizing his/her job;
- Immediate availability.



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Company Information

Company Name: Fondazione Italia-Cina

Company Description:

The Italy China Foundation, founded in Milan on 11 November 2003, was created by Cesare Romiti to improve the image and manner of Italy's presence in China and to achieve a different strategic and commercial positioning.

Membership, as founding members of ministries, regions, Confindustria and the major companies and Italian financial groups, shows the complete sharing of objectives. Through the qualitative and quantitative expansion of the membership base, the Foundation intends to represent the Italian business sector with regard to China and to leverage its position Representative to support the Italian entrepreneurship interests against Italian and Chinese institutions.