



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Career Day 2020

Job Description

Position: **Internship - General Service**

Job Description (100 words):

- Translate the business documents;
- Travel booking - HR interview & projects;
- Welcome and receive guests;
- Sending delivery;
- Admin related tasks.

Job location: **Shanghai**

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

Required experience: **N/A**

Starting date: **August**

Salary (if indicated): **RMB 150/hour**

Candidates' requirements (100 words)

- Excellent communication skills cross departments;
- Good English and Chinese skills in spoken and written;
- Detail focus with customer service mindset;
- Positive and willing to learn and grow.



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Company Information

Company Name: **Calzedonia**

Company Description (100 words):

The Calzedonia Group, founded in Italy in 1986 by Sandro Veronesi, is a vibrant, multi-faced organization. Thirty years of business have seen constant, solid growth in terms of turnover and expansion, the creation of successful products and brands, the establishment of an international fashion retail presence and an involvement in a growing number of sections. The Calzedonia Group handles the entire life cycle of a product internally, from creation and production, up to worldwide distribution.