



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: **Marketing and Sales Assistant**

Job Description (100 words):

- Assist to develop and create internal and external communications content, including newsletter, press releases, case studies and other promotional documents;
- Assist to implement marketing activities relating to exhibitions, customer events, sales meeting etc.;
- Marketing or Sales data analysis & statistics for sales department;
- Secretary work for the team;
- Complete other assignments from Marketing or sales leads.

Job location: **Suzhou SIP**

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

Required experience: **Students who will be graduated this year or next year**

Starting date: **June 2020**

Salary (if indicated): **Negotiable**

Candidates' requirements (100 words)

- Majored in Marketing / English or related field;
- Good knowledge of MS-Office tools (PowerPoint, Excel, etc);
- Good command of English writing and reading;
- Good communication and interpersonal skill.



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Company Information

Company Name: **Mattei (Suzhou) Air Compressors Manufacturing Co., Ltd.**

Company Description (100 words):

Mattei (SuZhou) Air Compressors Manufacturing Co., Ltd. Which is invested by an Italian company(Ing. Enea Mattei SpA) in Suzhou,China, in 2014,mainly produces many kinds of Mattei air com-pressors for industrial use, 1.5-250 kw installed power, Displacement 0.16-44 m3 / min.

Ing. Enea Mattei SpA is an Italian company that has been producing air compressors since 1919. Over 100 years, the company has continually evolved and is today one of the world's foremost companies in the compressed air sector and the leader in the production of rotary vane compressors.

Ing. Enea Mattei S.p.A. is headquartered in Vimodrone, in the province of Milan, and has established a presence in more than 50 countries through an extended distribution network.