



JOB OPENING

MARKET TRADE ANALYST

The employer: The Italian Trade Agency (ITA) Shanghai Office

ITA – Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment 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.

Additional information about the Italian Trade Agency are available at www.ice.it/en/.

Recruitment position and type of contract offered:

ITA – Agency Shanghai Office is going to hire a new resource for a TRADE ANALYST position to be recruited through executive of labor contract with FESCO and dispatched to work at ITA – Agency premises.

Salary package:

RMB 17,500 monthly gross salary (before personal income tax), 13 months.

Above salary is a tax-inclusive amount composed by the net salary after tax, plus the individual income tax, not including the social insurance premiums (personal part) and housing reserve fund (personal part) which will be borne by ITA – Agency Shanghai Office.

Place of work:

ITA – Italian Trade Commission, Shanghai Office

Room 1902-1903, The Center

No. 989, Chang Le Road, 20031 Shanghai

Contract Duration:

This is a permanent full-time position i.e. 40 hours per week.

Responsibilities:

- Assist Italian companies interested in entering the Chinese market, interact and respond to inquiries of Italian companies;
- Identify and manage contacts with representatives of the relevant local trade associations, local competent government authorities and the most important stakeholders;
- Coordinate contacts with potential Chinese partners (importers, agents, suppliers, etc.) for Italian counterparts;
- Manage relations with specialized media in the sector, coordinate social media communication and digital marketing;
- Detect news and previews of projects that might be interesting for Italian companies, to be publicized through the portals of ITA-Agency;
- Develop market analysis;
- Produce sectorial reports with up to date statistical data including highlights on local legislation;
- Carry out promotional events, conferences and seminars;
- Organize Italian national participations at local trade fairs;
- Travel internally and internationally to accompany Italian delegations in visiting trade fairs or industrial sites;
- Administrative management of the projects assigned in compliance with the internal regulations of ITA-Agency
- Create and manage the database of local companies

Minimum Requirements:

- Tax residence in the P.R.C. and Chinese Citizenship
- Bachelor's degree, preferably in economics, marketing, and engineering specialisation
- Chinese native, proficient in English (spoken and written)
- Excellent knowledge of the Office package (Word, Excel, Power Point)
- Not being convicted of any criminal offense and not having any pending criminal proceedings against him/her in China or in other countries.

Preferential requirements:

Preference will be given to candidates with the following additional skills and qualifications:

- At least 3 years of experience in the commercial sector in Government agencies, TPOs and/or procurement offices related to business and trade;
- Proven knowledge of the Italian and Chinese mechanical engineering markets,
- Proven wide network of contacts in the mechanical engineering industry;
- Good Knowledge of Italian language

Selection procedure:

ITA-Agency will carry out the selection procedures in accordance with the provisions of its own internal regulations (Communication n. 32/21 dated 21/09/2021):

- Candidates wishing to participate in the selection process will be evaluated by a commission.
- At the end of the selection process, based on the scores obtained in each test (please see Test Structure below) and the scores according to the preferential qualifications, a final ranking will be drawn up. The first candidate on the list will be the selected applicant.
- Final results and ranking will be published on ITA-Agency official website.
- The ranking will remain valid for ITA-Agency for six months after the current selection. Should ITA-Agency need to hire additional personnel to cover the positions of Trade Analyst or Assistant Trade Analyst, candidates listed in the ranking will be contacted and offered the post with legal and economic conditions to be defined accordingly.

Test structure:

1. **Written test** in English language on International Marketing topics. The written test is aimed to ascertain relevant knowledge of International Marketing and assess the candidate strength of reasoning. (Maximum Score 35)
2. **Interview** in English language to assess the suitability to cover the position. The interview will focus on skills, qualifications, motivation and strength of reasoning. During the interview the candidate will also be required to translate a short text, without the use of dictionary, from Chinese into English. If the candidate has declared to speak Italian, a translation of a short text, without the use of dictionary, from Chinese into Italian will be carried out along with a short conversation in Italian language. (Maximum Score 45)
3. **Practical test** to assess the knowledge of the main IT tools and related applications. (Maximum Score 10)
4. **Preferential requirements:** additional scores will be considered in the evaluation of the above listed preferential requirements. (Maximum Score 10)

Exam calendar:

The exam calendar will be communicated to candidates meeting the Minimum Requirements. The selection process is expected to start in the 3rd week of May 2022.

How to apply:

A request for participation must be sent to: **shanghai@ice.it**

The request should indicate in the subject “**TRADE ANALYST POSITION**” and enclose the following documentation:

- Cover letter with brief personal introduction
- An updated Curriculum Vitae, duly signed
- 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
- A copy of passport or identity document
- Any certification proving IT and languages' knowledge

Email must be sent by April 30th 2022, 6:00pm Beijing time

Exclusion from selection procedures:

Candidates cannot be admitted to the selection procedures if:

- They do not meet the Minimum Requirements
- Their admission request is not completed and does not indicate the possession of all the requirements listed in the “How to apply” section.
- The admission request is submitted after the deadline set forth by this announcement.

Disclaimer:

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 obligations towards candidates including those who meet the requirements and those who have taken part in one or more of tests/interviews.

Request of clarification:

Any enquiry on the selection process should be addressed to: shanghai@ice.it

Augusto Di Giacinto
Italian Trade Commissioner
Shanghai Office

SUBSTITUTIVE DECLARATION OF POSSESSION OF REQUIREMENTS

Name & Surname	
Place of Birth	
Date of Birth	
Postal address	
Telephone number	
e-mail	
Application for the following position	TRADE ANALYST – ITA SHANGHAI OFFICE

THE CANDIDATE DECLARES

Being a People's Republic of China permanent citizen in possession of permanent I.D. card	Yes <input type="checkbox"/> No <input type="checkbox"/>
Being physically resident in the People's Republic of China	Yes <input type="checkbox"/> No <input type="checkbox"/>
Being in possess of a certificate of bachelor degree or post-graduate degree or higher	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not having reported criminal convictions and not having pending charges	Yes <input type="checkbox"/> No <input type="checkbox"/>

The undersigned formally declare that the above information is true and correct and is aware of the consequences, of a criminal nature, and of a serious false declaration, provided for by Italian law and local law. The undersigned formally authorizes ITA Agency to carry out a back ground check aimed at verifying the possession of the required requirements and the veracity of the declarations made. The undersigned undertakes to present the documentation certifying the above declared in case to be awarded as the winner of the selection process.

Date: _____

Signature