



ITALIAN TRADE AGENCY  
Bangkok Office

## JOB ANNOUNCEMENT

**THE ITALIAN TRADE AGENCY, BANGKOK OFFICE has a job vacancy as follow:**

### **1) Secretary**

**The employer: The Italian Trade Agency in Bangkok**

**Italian Trade Agency (ICE-ITA)** is the government agency with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Foreign Affairs and International Cooperation. ITA provides information, support and advice to Italian and foreign companies as Trade and Promotion Section of the Italian Embassy in Thailand.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/en/index.php/markets/thailand>

The Italian Trade Agency is currently seeking qualified candidate for the following position.

### **Job Position: Secretary**

(permanent contract, with 3 months probation period)

*The candidate will be required to perform the following duties:*

- ❖ To perform general secretarial duties for the team (receiving phone call, drafting letters and notes, take memos and minutes of meetings, managing agenda and organizing meetings);
- ❖ Sort, record and forward regular and electronic mail;
- ❖ Maintain office inventory;
- ❖ To register, send, receive, archive and/or file all correspondence (internal and external) relating to the team's responsibilities and portfolio;
- ❖ Monitor consumables' stock and provide for their replacement;
- ❖ Organize storage spaces;
- ❖ Prepare service and purchase contracts;
- ❖ To assist the Trade Commissioner with the preparation of the files and the approval circuit for all draft correspondence, procurement or financial transactions;
- ❖ To assist the Trade Analyst and Trade Commissioner with the necessary arrangements for the hosting of meetings, participation in external meetings or events, planning and organizing of travel missions;
- ❖ Prepare documents, memo and reports as requested;
- ❖ Utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM, Managing Service web for invoicing and similar);
- ❖ Issue MOS and send PEC to the Italian companies;
- ❖ To carry out any other duties assigned by the Trade Commissioner and parties concerned that all requirements;
- ❖ Collaborate with colleagues on tasks related to accounting, administration and human resources;
- ❖ Be able to manage the institutional accounts on social media, posting news and promotions activities made by ITA;
- ❖ To coordinate with related projects and Public Relation;
- ❖ To update ITA websites and social media;
- ❖ To participate meeting and mission in Thailand and abroad;

*The candidate should meet the following requirements:*

- ❖ Minimum of High School (preferable in accounting);

- ❖ Bachelor's degree or equivalent in related field will be considered as a plus;
- ❖ Language required: Italian language proficiency is considered a plus, very good knowledge of the English language - understanding, reading, speaking & writing (TOEIC ≥ 700), Thai mother tongue (or fluent);
- ❖ Advanced computer literacy in Windows OS, MS Office applications;
- ❖ A strong sense of initiative & responsibility, motivated, self-starter, ability to work alone and/or in a team, respecting deadlines, and ability to handle stressful situations;

The following skills will be prioritized in the selection process:

- ❖ Good communication skills in Thai and English;
- ❖ Good interpersonal skill;
- ❖ Italian language proficiency will be considered as a plus;
- ❖ Previous experience in the same position (either public or private sector) is considered preferable;
- ❖ Previous experience in E-commerce is considered a plus.
- ❖ Proficiency in social media is considered a plus

**Please note that Candidates lacking the mandatory requirement above mentioned will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.**

**The candidate should be ready to travel internationally when required.**

**To apply for this position:**

Interested candidates must submit the attached application letter and CV (specify current salary) only by email to: [bangkok@ice.it](mailto:bangkok@ice.it) not later than **March 14<sup>th</sup> 2022 at 17:00 (GMT+7) Time in Bangkok.**

**Selection process: will start on the last week of March 2022**

**First selection phase:**

1. English and Thai conversation related to the job description, professional experiences, and skills of the candidates;
2. Practical test: computer test to assess general knowledge of computer skills;
3. Speaking test: Italian language (proficiency in Italian language will be considerate as a plus)

At the end of the selection phase the candidates will be evaluated on a 1-10 scale<sup>1</sup> for each test and ranked based on the results (average of n.1 – n.2 - n.3 test mentioned above).

**Second selection phase:**

The top 6 successful candidates, ranked based on their test results, (Practical test and conversation) will be called for the second section phase (interview with the Commission), which shall consist of:

4. Italian and English conversation related to the job description, CV of the candidate, educational and professional and professional experiences, skills of the candidate, ITA activities and other economic and financial matters. Candidates must perform an oral translation, without the use of a dictionary, of a short text of the local language into Italian and / or English. (Proficiency in Italian language will be considerate as a plus)

The candidate will be evaluated on a 1-10 scale<sup>1</sup> for the test n. 4.



ITALIAN TRADE AGENCY

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- 1 On a 1-10 scale
  - 10 – exceptional, professional level
  - 09 – excellent, no distractions
  - 08- very good, only a few minor problems
  - 07 – very good, with more minor or few major problems
  - 06 – good, noticeable problems but not distracting
  - 05 – average
  - 04 – below average, a few distracting problems
  - 03 – below average, with more than a few distracting problems
  - 02 – poor
  - 01 – very poor

**Final Ranking**

The final ranking will be based on the assessment average score of the two selection phases.

**Salary:**

Basic salary of Baht 40,000 (monthly base)

*The successful candidate will be required to provide original copies of the mandatory documents and of those mentioned on the self-declaration.*

In the event related to the worsening of the pandemic, if it is not possible to carry out the tests in person, the Office will apply different methods which will be communicated in advance of the deadline.

For additional information about this position, please contact the Italian Trade Agency – Bangkok Office at Trade Promotion Section - Embassy of Italy, 14th Floor, Buhajit Bldg., North Sathorn Rd., Silom, Bangrak, Bangkok 10500, email: bangkok@ice.it, Tel. 02.633-8491

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*The Italian Trade Agency (“ITA”) does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.*  
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Best regards,

Giuseppe Lamacchia  
Italian Trade Commissioner

Bangkok, 24.02.2022



Bangkok 24/02/2022 Prot. 0022596/22 - 886413

APPLICATION for Secretary

To: \_\_\_\_\_  
\_\_\_\_\_

Name, \_\_\_\_\_, Born at: \_\_\_\_\_, resident in: \_\_\_\_\_ tel. \_\_\_\_\_ with reference to the employment notice of Secretary - Prot. 0022596/22 - 886413, asks to be admitted to participate in the exams for the recruitment of n. \_\_\_\_\_ employee/s under a contract to be used for the services of \_\_\_\_\_.

For this purpose, I declare the following:

- 1) to be in possession of the following citizenship (s): \_\_\_\_\_ ;
- 2) to be of healthy physical constitution;
- 3) to be resident in (indicate country) \_\_\_\_\_ From \_\_\_\_\_ ;
- 4) to have / not have undergone criminal convictions (including those inflicted abroad), as well as to have / not have criminal proceedings pending in Italy or abroad (In case of convictions or pending measures, indicate them below) \_\_\_\_\_ ;
- 5) to be in the following position with respect to military obligations (for candidates subject to military service obligations): \_\_\_\_\_ ;
- 6) to be in possession of the following qualification: \_\_\_\_\_ ;

The undersigned, for the purpose of assigning the additional score referred to in point 6 of the competition notice, also declares:

- 7) To be in possession of the following qualifications higher than that required, of which I attach the appropriate certification:

\_\_\_\_\_  
\_\_\_\_\_

- 8) to have provided the services as indicated below for which appropriate certification and / or service attestation is attached:

EMPLOYER	DUTIES CARRIED OUT	PERIOD OF SERVICE:		CAUSE OF TERMINATION
		FROM	TO	

Bangkok 24/02/2022 Prot. 0022596/22 - 886413

APPLICATION for Secretary

The undersigned declares that what he stated in this question is true.  
The undersigned declares to have read the information referred to in Article 8 of the Employment Notice.

\_\_\_\_\_

(Place and date)

\_\_\_\_\_

(Signature of the candidate)

\_\_\_\_\_

The undersigned wishes any communications to be sent to the following address:

Mr./Ms. \_\_\_\_\_

E-mail \_\_\_\_\_