

Italian Chamber of Commerce and Industry for the UK

The company

Location

Lodon, UK

Type of
business

Services, Foreign Chamber of Commerce

Position

Sales, Database, Event management

Trainee's profile

Languages
required

English C2 advanced

Faculty

Bachelor Degree or Laurea Triennale in Politics, International Studies, Economics and Management (preferred), Modern languages and literature, Humanities

Computer
skills

Proficient user of Microsoft Office suite (especially Excel). Knowledge of Adobe Suite (Photoshop, Illustrator, etc.) appreciated but not compulsory.

Required skills

The candidate should be interested in international markets and able to respect deadlines and work on pressure. The candidate should be able to work with public and interact with clients.

Professional
qualifications

Previous international experience (Erasmus and other university international exchange programs) very appreciated as well as internships in sales.

Job description - **Event management - fairs department**

Job content

The duties which this job entails include:

- Supporting the Project Coordinators with the organization of the Italian presence at a number of trade fairs in the UK
- Working as a part of a team with the purpose of selling more exhibition space as possible
- The attendance at Events, Seminars and Trade Fairs in the respective sectors in the UK
- Office administration duties
- Specific sector analysis and market reviews
- Identifying possible leads
- Translations from Italian into English
- Maintaining and updating customer databases
- Greeting visitors and directing them to the right person
- Answering queries
- Answering calls and taking messages

Place of work

The usual place of work is the Chamber which is situated at 1 Princes Street, London W1B 2AY.

Hours of work

The normal hours of work are 9.00am to 5.30pm Monday to Friday inclusive of one hour for lunch. In certain circumstances it may be necessary to adjust or exceed the hours to ensure that the duties are performed properly.

Expenses

The chamber will pay £300.00 every month for your expenses. The Chamber does not provide any salary to interns from the Erasmus projects.

Holidays

In addition to Bank and public holidays you are entitled to 6 working day holidays to take during your 6 months internship. Holidays need to be agreed with the Project Coordinator and the Secretary General.