

# Confindustria Russia

## The company

|                  |   |
|------------------|---|
| Location         | Moscow, Russia  |
| Type of business | Services, Consulting  |
| Job function     | Organization of business events, market research, partner assistance, contacts management |
| Internship dates | from May to November (excluding August) or from December to May                           |

## Trainee's profile

|                             |  |
|-----------------------------|--|
| Languages required          | Italian, Russian, English  |
| Education                   | Faculty of Economics, Foreign languages and Economics or Political Sciences  |
| Computer skills             | Microsoft Office (Word, Excel, Power Point)  |
| Required skills             | Determination, spirit of initiative, willingness to be of service, perceptiveness, interest in Russian and Italian markets, good writing, communication skills, leadership skills, organization. |
| Professional qualifications | Graduated students or students who are about to graduate   |

## Job description

### Job content

Business event organization, creation of documents about tenders in Russian enterprises (agro-alimentary, oil&gas, electric, construction, state purchases), management of the contacts with the associated companies, social network management, video edition, development of event business plan, legal information research, market research, participation in meetings, speech preparation, internal document management, projects development.

### Notes

During this internship, students have the opportunity to work in contact with some of the most important Italian companies, which have located their production in Russia or constantly work with the Russian market, and meet their representative members at the business events organized by Confindustria Russia. Moreover, at the end of the internship, Confindustria Russia also provide to send the students' CV to its associated companies, offering the students the possibility to work in Russia.