

Italian Chamber of Commerce and Industry Queensland

The company

Address	Brisbane, Australia
Type of business	Chamber of Commerce

Trainee's profile

Languages required	English C1
Faculty	Management, Marketing
Computer skills	Microsoft Office tools, Website management
Required skills	Good language and communication skills, self management, proactive and dynamic attitude, international trade and business knowledge, capacity to work in a small team

Job description

Job content

The intern, collaborating with the Secretary General, will be assigned either to the EVENT or TRADE Desk. Therefore, depending on the situation, he/she will be involved in numerous asks such as managing contacts and relations with members, organizing events and arranging and activities.

Furthermore interns may be asked to carry out market researches in order to assist with trade enquires, while they may also be involved in the projects promoted within the Italian Chamber's network

Finally, Each staff member will actively participate in the editing and updating phase of the Chamber's website and newsletter.

The interns will have very considerable contacts and from time to time they will take directions from the President, acting on behalf of the board.

Interns will also receive monitoring and tutoring from expert board members from time to time particularly by the President of the Chamber.

The Chamber will provide assistance and useful information.