

Italian Chamber of Commerce in Bulgaria

The company

Location	Bul. Knyaghinya Maria Luisa, 2 - Business Center TZUM, 5 piano - 1000 Sofia
Contact	Rosa Cusmano, segretariogenerale@camcomit.bg Tel. +35928463280
Type of Business	No profit organization
Professional Work Trainee will gain experience in	Internationalization of Italian SMEs in Bulgaria and vice-versa
Internship dates	January-April, May-July, September-December (minimum 3 months period)
Application period	2 months before the chosen period mentioned before

Trainee's profile

Language/s required	English (B2, C1, C2), Russian or Bulgarian (not compulsory)
Computer skills	Excellent knowledge of Microsoft Office applications (Word processor, Spread Sheed, presentation software); Excellent ability to surf internet

Faculty/education

Office user (Word, Excel, Power Point...), Social media platforms user (Facebook, LinkedIn...) Economics, Banking, finance and insurance sciences, Modern language and literature, Political and social sciences, Education, Humanities, Corporate Governance COR-GOV, Economics and Finance, International Marketing, Management, Management dell'immagine, del cinema e dell'audiovisivo, Marketing Management, International Relations-MIR, Comunicazione per le industrie creative, Comunicazione, Marketing digitale e pubblicità interattiva, Corporate Communication, International Business, Media Relation e Comunicazione d'impresa,

Skills required

- Establish and maintain appropriate relation with administrators, staff and colleagues
- Understand, articulate, and adhere to organization policies and guidelines
- Manage workload and complete tasks within expected organization timelines (management communication tools addressed to Italian companies interesting to Bulgarian market, coordination of business networking events organized by Italian Chamber of Commerce in Bulgaria within the period of traineeship)
- Efficient use of supervision through development agendas, prioritized needs and articulated concerns
- Appropriate boundaries and use of self-disclosure with client systems and organization staff
- Dress appropriately for organization setting, exhibit timely attendance, and use professional work habit

- Show an ability to apply early critical thinking skills to challenges and issues that arise in field placement. This includes: understanding differences between verifiable facts and value claims; critical examination of arguments and evidence; an openness to examine one's own practice, using research to inform practice, and a commitment to providing evidence-based practice when possible.
- Demonstrate a deeper understanding of professional social work behavior. This includes abilities such as: distinguishing professional versus personal roles; elevation of service to others above self-interest; awareness of personal strengths and limitations; flexibility in assuming social work role to cope with change; using supervision effectively; self-reflection and respecting standards of timeliness.

Job description

- Assist Italian and Bulgarian companies and ICCB members in all issues;
- Manage communication tools addressed to Italian companies and ICCB members (ex. daily news in Italian language and social network, etc.) and contribute to update ICCB website contents (including translation work Italian/English/Bulgarian and vice-versa);
- Participate in Italian companies meetings organized by ICCB periodically inside the headquarter and directly on site, in order to provide with legal information, together with Secretary General;

- Prepare follow up emails in order to give customized service of assistance;
- Participate and coordinate, together with ICCB staff, business networking events, conferences and fairs for the period of traineeship. This includes: promotion and communication activities, definition of the program, management and coordination of partners, settlement of the location chosen, preparation of final report with outputs of those events;
- Update of economic, law and commercial guides in Italian language.

Note (benefits, help in finding accommodation, required visa...) assistance in finding accommodation and all necessary to the stay of intern within ICCB offices, reimbursement of expenses for transportation for ICCB events and projects.

Scholarships

Scholarships are available for graduate/master/undergraduate students. Refer to wea@unicatt.it for any request related to the scholarship regulation