



**ITALIAN TRADE AGENCY**  
ICE - Italian Trade Commission  
Trade Promotion Office of the Italian Embassy

Tripoli, 16<sup>th</sup> September 2024

### **Seeking temporary staff for ITALIAN TRADE AGENCY, Tripoli Office**

- The Italian Trade Agency Office in Tripoli, Trade Promotion Agency of the Italian Embassy in Tripoli, is seeking to hire an junior administrative assistant for a temporary position through the recruitment firm which will be appointed for the service.

### **ADMINISTRATIVE ASSISTANT PROFILE**

#### **JOB DESCRIPTION:**

- organize and take part in the administrative activities related to ITA office in Tripoli (request of quotations, contacts with suppliers)
- creating a supplier list for the office (mapping of suppliers, market research)
- performing administrative/legal research and comparative analysis on legislation
- supporting the ITA office in Tripoli and the Trade Analyst to update the ITA website with news and information regularly and to manage and supervise budget and accounting reporting
- carry out any assigned administrative task required to prepare the ground for the above-mentioned activities (ask for quotations, plan estimated costs, write or edit purchase orders, budget planning for institutional and promotional activities etc.)
- cooperating for the organization of foreign operators' delegations in Italy
- carry out regularly updating ITA's database of foreign operators
- carry out any other marketing, analysis, promotional, training and administrative activity related to the job position.

#### **Requirements:**

- high school diploma in accountancy or a university degree in the same area of specialization proficiency in Arab and English written and spoken.
- skilful use of MS Office (Word, Excel, PowerPoint) internet, email, Google Suite professional appearance and demeanour.
- ability to work in team
- absence of criminal conviction
- Preferences will be given to candidates with the additional skills and qualifications:
  - knowledge of the Italian language written and spoken
  - experience in relevant sectors (administration, contracts, fiscal)
  - experience in other Trade Promotion Organizations, government and international organizations



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- To apply, please send your CV to the following address: [desktripoli@ice.it](mailto:desktripoli@ice.it). The deadline for the position of ADMINISTRATIVE ASSISTANT PROFILE is 15<sup>th</sup> October 2024.

Luigi D'Apria  
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Tripoli, Libya



Italian Trade Agency – Desk Tripoli Office  
Trade Promotion Section  
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