

ITA Beijing Office

ITA Beijing, 12/09/2024

Prot. no. 0099664/24

**Examination session for Secretary Receptionist position ITA Beijing**

ITA Beijing Office notifies that the examination session for the recruitment of a secretary receptionist, published on the 7<sup>th</sup> June 2024 (prot. n. 0066127/24) on this website, are scheduled as follows:

Date: **Thursday 26th September 2024**

Place: Italian Trade Agency Beijing Office

Address: Room 1-61, Office Building, Sanlitun Diplomatic Residence Compound, No. 1, Gongti North Road, Chaoyang District, Beijing

- Morning session: h 09.30-10.30 (written test)
- Afternoon session: From h 13.00 onward (oral and practical IT test)

The precise slot of the afternoon session for each candidate will be communicated to the candidate the day of the test. Only the candidates who have achieved the minimum score in the written test will be admitted to the afternoon session.

**The Candidates admitted to the examination session have been notified by email.**

**ITA Beijing Office**