

The Israel - Italy Chamber of Commerce

The company

Location	Tel-Aviv, Israel
Type of business	Services
Job position	Marketing, Customer service, etc.

Trainee's profile

Languages required	English, italian
Faculty	<ul style="list-style-type: none">• Political Science• Economics
Computer skills	Microsoft Office
Required skills	Strong motivation and organizational skills

Job description

Job content

- Planning, organizing and managing Association's events and projects
- Office management
- Assisting the staff in managing general operations, preparing market researches
- Assistance in organizing meetings between Italian and Israeli Companies
- Assistance in organizing seminars and conferences.