

Italy-America Chamber of Commerce of Texas

The company

Address	1800 West Loop South, 77027 Houston, TX, US
Type of business	Services
Professional work trainee will get experience in	Marketing, Customer service, Events organization

Trainee's profile

Languages required	Italian and English, both advanced level
Computer skills	<ul style="list-style-type: none">• Good knowledge of Microsoft Products• HTML Skills• Knowledge of web standards and best practices
Required skills	<ul style="list-style-type: none">• Driving license• Able to communicate effectively with the ability to work independently and in a team• Good in organizing and structuring various tasks and responsibilities

Job description

Job content

Assist the personnel of the Chamber in the following activities:

- search and selection of local business partners in USA to the joint venture process;
- set up of trade missions for Italian delegations;
- organization of networking delegations;
- legal assistance and financial consultancy;
- translation services;
- selection of targeted contact for direct mailing and other promotional campaigns;
- assistance in setting up a company/office in USA;
- market researches;
- researches concerning the regulations on imports and exports between Italy and U.S.

Notes

Car and accommodation provided at a fixed price - Mandatory the use of both