



**Camera di Commercio Italiana in Cina**

中国意大利商会

China-Italy Chamber of Commerce

**China-Italy Chamber of Commerce  
Beijing Career Day, May 12<sup>th</sup>, 2019**

**Job Description**

**Position: Assistant to General Manager**

**Job Description:**

- Communicating with the embassy, the secretariat of Italian colleges and universities, and other third parties;
- Inquiry, translation and sorting of the information of Italian colleges and universities, as well as the update and acquisition of the embassy policies;
- Responsible for formalities and procedures of doing pre-enrollment for students;
- Other affairs assigned by the principal.

Job location: **Beijing**

Type of job (full-time, part-time, internship): **Full-time**

Required experience: **N/A**

Starting date: **May 2019, ASAP**

Salary (if indicated): **N/A**

**Candidate's Requirements:**

- Italian level B2; proficient in Italian and fluent in Chinese;
- Being outgoing and good at communication;
- Education background in Italy is preferred.

**Company Information**

Company Name: **Beijing O'ciao Education Technology Co., Ltd**

**Company Description:**

Beijing O'ciao Education Technology Co., Ltd., established on May 26, 2015, is an integrated platform for overseas study in Italy, Italian language training, study tour to Italy and overseas service with currently two campuses in Beijing and Milan.

Beijing campus provides all-inclusive services such as overseas study in Italy, study tour to Italy and Italian language training for Chinese students who are going to Italy for further study in fine arts, design, music, arts and sciences and other disciplines.

Milan campus provides overseas study guidance, preparatory courses and thesis guidance services for Chinese students studying in Italy.