



## INTERNSHIP AT THE ITALIAN CHAMBER OF COMMERCE AND INDUSTRY IN POLAND

The Italian Chamber of Commerce and Industry in Poland (shortly CCIIP) is a non-profit organization established in 1996 which represents Italian investments in Poland. It is officially recognized by the Italian government and has more than 130 members.

The Members of the Chamber can benefit from a rich database of information concerning the Polish market, establish new, valuable contacts and be represented before other associations, Italian and Polish authorities, also thanks to the participation of the Chamber in the Employers' Association of the Confederation Lewiatan.

The Italian Chamber is also a founder and active member of the association of bilateral chambers, the International Group of Chambers of Commerce (IGCC) and a co-founder of the International Mediation Centre (MCM).

### Responsabilities will include:

- Social media communication
- Participation and help in the organization of events or projects
- Database management
- Support in fulfilling service requests from businesses or Chamber Members.
- Market researches
- Translation of documents or communication materials (Italian/Polish/English).
- Other office duties

### Successful candidate will have:

- Minimum B2 level of Italian (being able to communicate, read and understand documents/emails in Italian).
- Minimum B2 level of English
- Native proficiency in Polish
- Knowledge of Microsoft Office Suite
- Knowledge of major social media and digital tools such as Canva and Hootsuite, desirable
- Knowledge of the WordPress CMS, in order to update the Chamber's website, desirable.
- Ability to multitask, prioritise and meet deadlines

### Vacancies:

- 2 vacancies: 1st October 2022 - 30th November 2022 (2 months)
- 1 vacancy: 10th January 2023 – 10th March 2023 (2 months)

The Chamber cannot offer any reimbursement or compensation for the internship period.

### How To Apply

Please submit your CV at [sekretariat@cciipl.pl](mailto:sekretariat@cciipl.pl) (with in CC [stefano.zedde@cciipl.pl](mailto:stefano.zedde@cciipl.pl)).

**Place of work:** ul. Pańska 98 / 9, 00-837 Warszawa

