



**ITALIAN TRADE AGENCY**

**ICE - Italian Trade Commission**

**Trade Promotion Office of the Italian Embassy**

Position : Administration/Accounting Officer

**Job description**

To handle all finance and accounts related matters including preparing monthly accounts.

Prepare forecast budgets

Monitor promotional and annual office budgets

Liaise with vendors/contractors for office purchases

Human resource affairs

Banking

General administrative matters

**Requirements:**

Diploma or degree in Business Studies or related discipline

Minimum 3 years working in a similar capacity ideally.

Excellent written and verbal communication skills to communicate in English across all levels. Ability to communicate in Bahasa Malaysia and Mandarin is an advantage

Knowledge of basic Italian is required.

A pro-active individual who is able to work independently as well as in a team environment

Able to work under pressure as well as multi task.

**Employer :**

ITALIAN TRADE COMMISSION,  
Trade Promotion Office of the Italian Embassy  
Level 14, UOA Centre, Jalan Pinang  
50450 KUALA LUMPUR

Please email your application to [kualalumpur@ice.it](mailto:kualalumpur@ice.it), indicating the following details:-

1. Current and expected salary
2. Availability date
3. Brief self introduction

Only short listed candidates will be notified.