



**Job Description:**  
**Business Development  
Manager**

Italian Chamber of Commerce in New  
Zealand Incorporated

Camera di Commercio Italiana in  
Nuova Zelanda

**Work Location: Auckland**

**Reporting to: President**

**Employment Type: Part time  
(16 hours/week)**

#### Position Summary

The Business Development Manager is an employee of the Italian Chamber of Commerce in New Zealand (ICCNZ) and fills the role of Secretary-General on an acting basis unless and until appointed as such with the approval of the Italian Government in accordance with the Constitution of ICCNZ (the Constitution).

#### Essential Duties and Responsibilities

- I. Deliver regular, relevant and interesting programmes of activity throughout New Zealand as agreed to by the Council of ICCNZ (Council).
- II. Propose to Council new programmes of activity to enhance bilateral trade and business relationships between Italy and New Zealand.
- III. Ensure appropriate coordination with the network of Italian chambers of commerce and trade missions outside Italy to promote the objectives of ICCNZ consistently with directions and guidance from Council.
- IV. Ensure that the ICCNZ newsletter, *Opportunità*, contains material in English and Italian which is relevant and interesting for members or prospective members doing business in Italy or New Zealand.
- V. Administer the membership, operations and finances of ICCNZ in a prudent, efficient and effective manner while complying with the Constitution and directions and guidance from Council.
- VI. Generate sponsorship funding in accordance with the ICCNZ sponsorship programme.
- VII. Maintain regular communications with all ICCNZ members and grow the membership.
- VIII. Develop and promote a positive relationship with all ICCNZ stakeholders.

## Education Requirements

**As a minimum, a bachelor's degree, or equivalent qualification combined with relevant experience.**

**A tertiary qualification in business, marketing, economics, finance, accounting, or information technology would be an advantage.**

## Experience Requirements

**Demonstrated experience in the business development field and/or event organisation.**

**A minimum of two years' management experience in private enterprise would be an advantage. Previous experience working in a chamber of commerce or similar membership organisation would be highly desirable.**

## Core Specific Requirements

- I. Basic knowledge of accounting. Knowledge of Xero accounting software would be an advantage.**
- II. Demonstrated ability to prepare project planning documentation including the financial aspects.**
- III. Dynamism, flexibility and problem solving skills.**
- IV. Integrity and honesty.**
- V. Demonstrated commitment to keep Council informed of all significant matters affecting ICCNZ.**

## Skills and Abilities

- I. Highly developed interpersonal and leadership skills, in both the New Zealand and Italian cultural contexts.**
- II. Ability to work independently with limited supervision.**
- III. Demonstrated ability to deliver superior outcomes under time and resource pressure.**
- IV. Highly developed communication skills in an English and Italian language context.**
- V. High proficiency in the Microsoft Office suite of software products, including Word, PowerPoint and Excel.**
- VI. Demonstrated ability to harness the power of the internet to promote the objectives of ICCNZ. Previous experience in managing content for selected social media platforms would be highly desirable.**

## Skills and Abilities – Additional Information

**Native speaker proficiency in written and spoken Italian, including Italian for business**

**Excellent proficiency in written and spoken English, including business English**

**Must hold and maintain the right to work lawfully in New Zealand**