

**The Italian Trade Commission (ITC) is seeking applicants
for a temporary position as
TRADE ANALYST for its TORONTO OFFICE**

The role will be to support ITC in enhancing the activity of promoting and assisting Italian companies within the Canadian marketplace through various activities aimed at promoting authentic Made in Italy products in Canada.

The successful candidate will be initially assigned to the wine & food industry sector, even though sectors could be changed and reassigned among Trade Analysts at any time.

Duties & Responsibilities

As part of the temporary contract, the activities and responsibilities for the position, under the direction of ITC, shall be the following:

- assist with all activities related to the promotion of Made in Italy food & wine products in Canada, including:
 - general office and administrative work involved in the organization of promotional activities and events;
 - providing assistance to the requests of the Italian companies;
 - preparation of documents and contracts;
 - communication with third parties and involved agencies;
 - follow the update of the website content (for food & wine);
- assist with market research, preparation of projects and systematic monitoring reports as requested by the Head Office;
- organization of business trips for delegates of Italian companies to Canada, as well as of Canadian businesses to Italy;
- assist with other activities and projects related to the promotion of Made in Italy.

Requirements

- Bachelor's Degree (preferably in a related field);
- A minimum of two years' experience in a similar role – in the private or public sector – with a strong network in different industries sectors;
- Excellent organizational, interpersonal and communication skills (written and oral) in both English and Italian;
- Meticulous work ethic with attention to detail;
- Proficient in MS Office (particularly Excel, Word, PowerPoint), Internet, Email;
- Professional appearance and demeanor.

Salary and Compensation

Salary and compensation will be commensurate with experience.

The position is temporary part-time: 28 hours/week until December 31, 2019.

Disclaimer: the part-time contract of the successful applicant will only be finalized after a 90 day probationary period, with the approval of headquarters in Rome and, in case, can be renewed only for an additional year.

Employment Status

Applicants must be legally authorized to work in Canada, i.e. be a Canadian citizen or have Permanent Residency status in Canada. The Italian Trade Agency will not sponsor any employees.

Application Requirements

To be considered for an interview, applicants must submit the following required materials:

- a cover letter explaining the candidate's suitability for the position;
- an up-to-date curriculum/resume;
- a copy of the degree;
- copies of documentation proving:
 - fiscal residency in Canada (also by self-certification);
 - eligibility to work in Canada (a valid open work permit for non-Canadian citizens or proof of Canadian citizenship);
 - a clean criminal record;
- a copy of valid photo identification.

Application Submission

All application requirements will be submitted via email to: toronto@ice.it;

- with materials
 - collated in a single PDF document
 - in the order listed above
 - attached to the email;
- with the job description "Trade Analyst" included the subject field;
- by: **Wednesday February 13, 2019 @ 5:00 pm.**

We thank all applicants, however only those selected will be contacted. In addition to the interview, the selected candidates will be required to take a few tests: translation without the use of a dictionary and a practical test to determine computer skills.

The Italian Trade Agency:

ITA - Italian Trade Agency is an Italian Governmental agency that supports the internationalization of Italian businesses around the world and promotes the attraction of foreign direct investment in Italy. More information on the Italian Trade Agency's activities in Canada is available at www.ice.it