



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Chicago Office

Office Assistant- Italian Trade Agency- Chicago Office

The Italian Trade Agency- Chicago office, is seeking to fill a temporary office assistant position.

Job description

- Assist Trade Analysts with:
 - Data entry
 - Completion of ongoing services provided to Italian companies
 - Phone calls to USA businesses to confirm interest in Italian companies' products and services and in participating in planned marketing events
 - Administrative tasks
- Update Midwest U.S. state profiles which are published on ITA's website

Qualifications and experience

- Associate's degree as a minimum, Bachelor's degree in Marketing, Engineering or Economics preferred
- Orientation to detail and client service
- Excellent organizational and communication skills, written and oral
- Skillful use of MS Office, Internet search engines, email and database software
- Professional appearance and demeanor

Duration of contract, compensation and hours

An initial 3-month contract will be offered, with the possibility of a renewal based on performance.

Compensation will be in the range of \$2,400 to \$2,800 USD per month inclusive of tax and will be based on employee's experience. No health insurance is being offered at this time.

The job is full time (40 hours per week).

Employment Status

Applicants must be legally authorized to work in the USA. The Italian Trade Agency will not sponsor any foreign employees.

What is ITA?

The Italian Trade Agency is the government organization which promotes the internationalization of the Italian companies in line with the strategies of the Ministry for Economic Development. The ITA provides information, support and advice to Italian and foreign companies. In addition to its Rome headquarters the ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

The ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in trade shows, including exhibitions and conferences
- seminars with Italian experts.

ITA Chicago office specializes in machinery, automotive, major food retailers, private label sector, and publishing, among other sectors. More information on the Italian Trade Agency activities in the USA is available at <https://www.ice.it/en/>

Inquiry Submission Particulars

All inquiries may be submitted via email to chicago@ice.it specifying in the subject line Office Assistant Position by **July 27, 2018**. Interviews will be conducted in early August 2018.