



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

Chicago Office

JOB ANNOUNCEMENT → Secretary and receptionist

The Italian Trade Agency of Chicago is seeking to fill a temporary, full time Secretary and receptionist position.

Duties

- * Sort, record and forward regular and electronic mail
- * Archive and file office documents
- * Answer phone calls and route them to the proper party
- * Maintain office inventory
- * Monitor consumables' stock and provide for their replacement
- * Organize storage spaces
- * Prepare service and purchase contracts
- * Upload information and news onto databases and calendars
- * Prepare documents, memo and reports as requested
- * Collaborate with colleagues on tasks related to accounting, administration and human resources

Qualifications and experience required

- * College degree
- * Knowledge of written and spoken Italian
- * At least 2 years of experience as a secretary or other equivalent office role
- * Skillful use of MS Office applications, particularly Word, Excel and Powerpoint, in addition to Internet, Google suite and database software
- * Ability to manage multiple tasks at once
- * Enthusiasm, creativity and proactiveness
- * Ability to integrate in a multicultural environment

Salary, Term and Hours

Compensation will be based on applicant's experience and will range from USD 2,400 to USD 3,000 per month. ITA will offer to the successful candidate a contract for a term of nine months, renewable based on funds availability and performance. The position is full time, i.e. 40 hours per week, at ITA's office in Chicago. Selected applicants will be required to undergo an in-person interview and a written test.



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Employment Status

Applicants must be legally authorized to work in the USA, i.e. be a USA citizen or have a green card. The Italian Trade Agency will not sponsor any foreign employees.

The Italian Trade Agency (www.ice.it/en)

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 through 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 U.S. food related trade show exhibitions and exhibition forums
- seminars with Italian experts.

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

-->Inquiry Submission Particulars

All inquiries may be submitted via email to chicago@ice.it specifying in the subject line

Secretary and receptionist **by January 25, 2019.**