



ITALIAN TRADE AGENCY

Sydney Office
Level 19, 44 Market Street
Sydney NW 2000

NOTICE OF RECRUITMENT

The Italian Trade Agency is the Italian Government entity that promotes the internationalization of Italian companies abroad. In addition to its headquarters in Rome, ITA operates worldwide through a large network of offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses.

For more information please visit our website: www.ice.it.

Job description

- Trade Analyst for the Food & Beverage Sector
- 12 Month maternity leave placement subject a positive probation period of three months, with possible ongoing of extra 12 month.
- Monday to Friday 35 hours per week
- Base salary approx. \$ 65,000 – \$ 69,000 + Superannuation

The Trade Analyst will be reporting to the Trade Commissioner.

Primary purpose of the role:

- Planning and organizing trade shows and promotional events, in Australia and New Zealand
- Organizing business trips for business delegations to/from Italy
- Conducting market analysis and working on statistical data
- Managing budget related to promotional activities and conducting negotiations with suppliers
- Sourcing and assisting Italian companies interested in trading their products and planning to penetrate the Australian and New-Zealander markets, as well as Australian and New-Zealander companies interested in Italian products
- Availability to travel in Australia and overseas when required

Qualifications and Requirements

- 1- Bachelor/University Degree in Economics, Commerce and Marketing fields
- 2- Australian citizenship or valid Permanent Residency - ITA does not sponsor working visas
- 3- Undertake a National Police Clearance
- 4- Proficiency level in English written and spoken and a good knowledge of Italian language
- 5- Strong computer skills (Microsoft applications) and ability to work on the main statistics database
- 6- A minimum level of experience related to the job description

Required personal assets: communication skills, work ethic with attention to detail, proactive result-oriented approach, project management, multitasking, ability to work as part of a team to achieve performance targets.

Preferential Requirements

- 1- Previous experience in a similar role with Italian entities and/or Italian companies based in Australia
- 2- Previous experience with Industry Associations in Australia

Instructions for candidature submission

Candidates who meet the qualifications and minimum requirements and who are interested in being considered for the selection process must submit to sydney@ice.it - attn. Simona Bernardini, the following:

- Cover letter + CV
- Copy of a valid ID
- Proof of Permanent residency in Australia or Australian citizenship
- Copy of University Degree/ Bachelor
- National Police Clearance

The deadline to submit your application is: 11th August by 1:00 pm (EST).

Please note only candidates who meet the qualifications and requirements will be invited to move forward in the selection process.

Selection Procedure

Candidates will undergo a series of tests consisting of:

1. Written Test

- a) A written translation aimed to assess relevant knowledge of Italian and English Language (the translation will be based on an economic or marketing test from Italian to English and from English to Italian);
- b) A written test on the ability to elaborate statistical data - this test will assess skills in Microsoft Excel;

2. Interview in English and Italian aimed at verifying the knowledge of both the English and Italian languages and to ascertaining the suitability to perform the purpose of the role.

Candidates admitted to the above tests will receive an invitation by email.

The above tests will be evaluated on a scale of 1 to 5 each (5 = highest score / 1 = lowest score):

- 5 - excellent
- 4 – very good
- 3 - good
- 2 – average
- 1 – poor

Only candidates who achieve a minimum score of 3 points in the written tests will be admitted to the oral interview.

Additional points will be assigned to the preferential requirements, as follows:

- 2 points for requirement n. 1;
- 1 point for requirement n. 2;

All tests will be conducted at the Italian Trade Agency-Sydney Office between 23rd August to 7th September 2023. The exact date and time to be confirmed by e-mail to the admitted candidates.

The list of successful applicants will be published on ITA website and it will be valid for 18 months. The position will be offered to the eligible candidate with the highest score. In the event the successful candidate intends to withdraw, the position will be offered to the next ranked applicant.

Important Notice:

The recruitment is subject to a no-objection statement (“nulla-osta di sicurezza”) issued by the Italian Authorities through the Embassy of Italy in Canberra. The contract will be come effective only upon receiving such statement.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin: all candidates will be given equal opportunity, based on qualifications and competencies. Furthermore, as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers. ITA “Code of Conduct” is available at www.ice.it “*Amministrazione Trasparente*”– “*Disposizioni generali*”– “*Atti generali*”.

Simona Bernardini
Italian Trade Commissioner

