

JOB OPENING

The Italian Trade Commission (ITC) is seeking applicants for the temporary position of Assistant in Accounting, Administration and Human Resources for its Toronto Office

The role of the Assistant in Accounting, HR and Administration (AAHR) will be to support the Accounting, HR and Administration department. This job offer/posting is for a temporary position created to substitute a staff member on a leave of absence. Should said staff member return to work prior to November 17, 2025, this contract will end prematurely.

The position allows the successful candidate to enter a lively and dynamic work environment, with ample opportunities to develop a range of professional skills by training on the job and work experience.

Summary of the position - see below for details

- Visa status - either Canadian citizen or visa already obtained; the ITC will not sponsor any employees directly or indirectly.
- Level - Entry, 2 years of relevant experience in a similar role
- Education - College degree (preferably in a relevant discipline, such as Bookkeeping) or higher
- Languages - Proficiency in English and Italian (reading, writing and speaking). Proficiency in French will be considered an asset
- The position is temporary and full-time, i.e. 35 hours a week in presence, as allowed by the circumstances, at ITC's office in Toronto, Canada.
- Salary and compensation will be commensurate with experience and up to 5,500 cad per month, with an end of contract bonus of up to a month's salary per year worked, depending on performance.
- Contract duration - minimum 12 months, maximum 14 months, as per substitution of a staff member on a leave of absence. Should said staff member return to work prior to November 17, 2025, this contract will end prematurely.

Duties & Responsibilities

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

- Monitor & update budgets for multiple promotional activities, along with cost estimates and final payments to various service providers;
- Assist General Accountant with end of month closing;
- Assist in monitoring and invoicing services provided to Italian companies and send relative information to headquarters in Rome;
- Assist General Accountant, Office Director and other ITC colleagues with various administrative tasks;
- Keep track of employee sick days, personal hours and vacation requests;
- Assist in the process of recruiting selection for occasional hiring;
- Enter all monthly expenses in the office Oracle software using specific instructions from headquarters (Rome);
- Enter data and upload documents into various office databases;
- Conclude promotional initiatives via headquarter software;
- Digitalization of all monthly payments and proper filing of all originals;
- travel within Canada and abroad, if required.

Requirements

Education

- Education - College degree (preferably in a relevant discipline, such as Bookkeeping) or higher

Language

- Proficiency in English
- Proficiency in Italian
- Knowledge of French (reading, writing, comprehension and speaking) is an asset and will add to test scores

Experience

- A minimum of 2 years' experience in a similar role

Additional skills and requirements

- Proficiency in MS office, (particularly Word, Excel, PowerPoint), Internet, Email Google Suite
- Knowledge of Oracle Business suite is a asset
- Ability to manage time, plan, prioritize tasks and meet tight deadlines
- Ability to work in a fast-paced environment, leveraging on teamwork and collaboration
- Excellent organizational, interpersonal and communication skills (written and oral)
- Meticulous work ethic with attention to detail
- Adaptability, initiative and flexibility
- Professional appearance and demeanor.

Conditions of Employment

- 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 Commission will not sponsor any employees directly or indirectly.

Salary and Compensation

The position is temporary and full-time, i.e. 35 hours a week in presence, as allowed by the circumstances, at ITC's office in Toronto, Canada. Salary and compensation will be commensurate with experience and up to 5,500 cad per month, with an end of contract bonus of up to a month's salary per year worked, depending on performance.

This assignment does not constitute a basis for an open ended hire and is project based, nor does it offer private health insurance.

Application Requirements

To be considered for an interview, applicants must submit the following documents.

- An up to date resumé (required)
- A signed cover letter explaining the candidate's suitability for the position and how the candidate meets all required qualifications (optional)
- The attached questionnaire, duly filled out (required). Please note that when using hiring platforms to submit one's application, answers can be provided directly within the platform's application form, in which case it is not necessary to return the questionnaire

Prior to finalizing the hiring process, the successful applicant will have to submit or show the following documents.

- A copy of the degree diploma
- Copies of documentation proving
 - o citizenships (for each possessed)
 - o fiscal residency in Canada
 - o eligibility to work in Canada (a Permanent residence for non-Canadian citizens or proof of Canadian citizenship)
 - o clean Canadian criminal record certificate
 - o in case of other citizenship(s), a clean criminal record certificate issued by the competent authorities of each country of citizenship
- A copy of a valid photo ID

All of the above documents will be part of the official record of the hiring procedures.

Application Submission

All application requirements must be submitted via email to: toronto@ice.it or through the online application submission services where this notice appears. If sent via e-mail, the application will need to be submitted as an attachment with the job description "Assistant in Accounting, HR and Administration" included in the subject field and will need to include the answers to the questions found at the end of this document. The deadline for receiving application at ITC's offices is **July 26, 2024**

Selection Procedure

Only candidates who meet the requirements will be invited to move forward in the selection process. The selected candidates will be convened for a written exam to be held on **July 31, 2024** at a location in Toronto, to be communicated by email at a later date and consisting of tests about the use of office productivity software, double entry bookkeeping, budgeting, translations, and composition exercises.

Shortly thereafter, candidates who reach a score of at least 60% of the points assigned to the written test by the selecting committee will be invited for an interview, via videoconference or in person, at the ITC's premises in Toronto, located at 480 University Avenue, Suite 800, Toronto, ON, M5G 1V2, lasting about 75'. The Italian Trade Commission does not reimburse any travel or relocation costs related to this selection process and the subsequent assignment.

This selection could be suspended and/or canceled at any moment and for any or no reason by ITC at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

Personal Data Treatment and Confidentiality

The information applicants provide is viewed by staff responsible for the recruitment process only. Such information will be treated as confidential and only authorized persons involved in the recruiting process will be able to access data strictly for recruitment purposes. All personal data will be retained for a maximum period of 10 years from the last contact with the candidate. Candidates have a right of access, of rectification or of deletion of their personal data.

Applicants acknowledge and agree that the information may be accessed by persons involved in the recruiting process and that they might have provided some sensitive information in accordance with local laws. All information collected may be subjected to digital processing.

About The Italian Trade Commission

ITC - Italian Trade Commission is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITC provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world. In addition to its headquarters in Rome, ITC operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses.

More information is available at www.machinesitalia.org, www.ice.it and at www.ice.it/en/markets/canada. All ITC's staff is bound by the Code of conduct published in the *Amministrazione trasparente* section of the main web portal.

=====
ITC does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Provided every requirement of education, skill, technical qualifications and experience is met, the criterion for selection will be the ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.
=====

Toronto, July 10, 2024

Questionnaire - to be mandatorily returned with the application, by the deadline, unless filled out online, if applying via a platform where the questions below are found

- * Do you hold a Permanent residence status or Canadian Citizenship? YES ___ NO___
- * Do you speak Italian? YES ___ NO___
- * Do you speak English? YES ___ NO___
- * Do you speak French? YES ___ NO___
- * How many years of relevant work experience do you have? YEARS ____
- * Can you come to work on a daily basis at our premises in downtown Toronto, Ontario? YES ___ NO___
- * Do you hold a College Degree (or a higher degree)? YES ___ NO___