

## **JOB OPENING**

### **The Italian Trade Commission (ITC) is seeking applicants for the temporary position of Assistant Marketing Officer**

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The role of the Assistant Marketing Officer (AMO) will be to support the Trade Analysts in the wine sector for the upcoming e-commerce promotional campaigns with SAQ (Société des alcools du Québec) and LCBO (Liquor Control Board of Ontario) and to help preparing other promotional programs and direct assistance services. 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.

#### ***Duties and Responsibilities***

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

- General office and administrative work involved in the organization of promotional activities and events, including the preparation of documents and contracts
- Market analysis and data search
- Communication with third parties
- Creation of content and dissemination through social media or websites
- Preparation of monitoring and final reports
- Updating and improving the database of Canadian companies active in wine trading
- Provision of marketing support services to companies
- Any other activity related to the purpose of the position, assigned by the Director, the Trade Analysts in charge of the sector or other senior staff.

#### **Position requirements**

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##### *Education*

- Bachelor's Degree (preferably in a relevant discipline, such as Marketing, Business Administration, Public Policy, Communication (non exhaustive list))

##### *Language*

- Proficiency in English and French (reading, writing and speaking). Proficiency in Italian will be considered an asset

##### *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 and social media
- 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

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- 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

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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 4,000 cad per month, with an end of contract bonus of up to a month's salary per year worked, depending on performance.

An initial temporary contract will last for six months. The ITC might renew it or not, depending on performance and availability of funds. This assignment does not constitute a basis for an open ended hire and is project based.

## Application Requirements

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

- An up to date resumé
- A signed cover letter explaining the candidate's suitability for the position and how they meet all required qualifications (optional)
- If called for an interview, applicants will have to submit or show on the day of the interview the following documents.
  - A copy of the degree diploma
  - Copies of documentation proving citizenships (for each possessed)
  - Proof of fiscal residency in Canada
  - Proof of eligibility to work in Canada, i.e. a valid and open ended work permit for non-Canadian citizens or proof of Canadian citizenship
  - clean Canadian criminal record certificate
  - in case of other citizenship(s), a clean criminal record certificate issued by each country of citizenship
- A copy of a valid ID document

All of the above documents will be part of the official record about the hiring of the successful candidate.

## Application Submission

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All application requirements must be submitted via email to: [toronto@ice.it](mailto: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 in attachment to an e-mail with the job description "Assistant Marketing Officer Position" included in the subject field. The deadline for receiving application at ITC's offices is March 13, 2022.

## Selection Procedure

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Only candidates who meet the requirements will be invited to move forward in the selection process. The selected candidates will be convened for a session lasting about 2 hours, at the ITC's premises in Toronto, located at 480 University Avenue, Suite 800, including a few

written tests and an interview. The Italian Trade Commission does not reimburse any travel or relocation costs related to this selection process and the subsequent assignment.

### **Important notice**

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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**

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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 to access, rectify or delete 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**

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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.ice.it](http://www.ice.it).

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, February 28, 2022