



New York,

JOB OPENING SECRETARY / RECEPTIONIST POSITION (S2)

The Italian Trade Agency

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

With a motivated and modern organization and a widespread network of overseas offices, ITA 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.

The **ITA New York Office** specializes in the promotion of Made in Italy in Fashion & Beauty, Food & Wine, Investments and Startup among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.

Job description

The Italian Trade Agency (ITA) – New York Office is seeking **n. 1 full time Secretary Assistant - Receptionist**.

The ideal candidate shall support ITA New York Office with the following secretarial and administrative tasks:

- Typing, registering and answering correspondence, keeping files, data entry and operating electronic office equipment (such as personal computer, photocopies, telephone and others), documents' filing.
- Assisting with all administrative activities of the office.
- Creates a welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages for employees.
- Schedules and maintains the calendar of company executives

Italian Trade Commission - New York
Trade Promotion Section of the Consulate General of Italy
33 East 67th Street
New York, NY 10065 5949
T 212 980-1500 F 212 758 1050
E mail: newyork@ice.it
www.ice.it



- Organizes and files company documents either electronically or with a paper filing system
- Provides support for teams when necessary

Mandatory Requirements

- Permanent residency (US Citizen or Green Card holders). **The Italian Trade Agency will not sponsor any applicants.**
- High School Diploma or Associate Degree or Bachelor's degree;
- Fluent in Italian and English (spoken and written);
- Proficiency in Microsoft Office (Word, Excel, Power Point), in addition to internet, email, google suite and database software.

Candidates lacking even one of the above-listed requirements will not be considered.

Preferential requirements

- University degree or high school diploma in technical disciplines.
- Previous working experience in a similar position.
- Skillful use of social media accounts for professional purposes and/or working with CRM software.
- Excellent interpersonal and communication skills and multitasking attitude.
- 1 or more qualified references from prior employers.
- Skillful use of social media accounts for professional purposes and/or working with CRM software.

Work location

Italian Trade Agency
33 E 67th St., New York, NY, 10065.

The candidate may be required to travel in the US and internationally, if necessary.

Salary and Compensation

Monthly compensation will be \$4,200.00, gross of taxes and any other dues, plus a 1 monthly salary (for a total \$54,600.00 yearly) and a yearly bonus based on performance and availability of funds.

Due to the fiscal status of the Italian Trade Agency in the US, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by US laws, both at federal level and state level.

Health insurance coverage will be offered.

Duration

Full time job.

40 hours per week from 9 a.m. to 5 p.m. Mon-Fry including 1 hour lunch break.

Application Process

Interested candidates must:

1. Fill out the **online application form**.
2. Submit **all the following documents, ONLY BY EMAIL, to: newyork@ice.it Attn. Ms. Erica Di Giovancarlo**, Trade Commissioner ITA New York, specifying in the subject line **"Secretary/Receptionist"**:
 - a) Resume.
 - b) Copy of High School Diploma or Associate Degree or Bachelor's degree certificate;
 - c) Copy of US passport or green card.
 - d) Substitutive declaration of possession of requirements (Annex 1 from the web notice), duly filled in and signed;
 - e) Privacy notice (Annex 2 from the web notice) dated and signed;
 - f) Any other document useful to assess previous experience, qualifications, and references (ex. Writing samples).
3. In consideration of the urgency of filling the position, the **deadline** for submitting the applications is set for **September, 20th 2024, at 5:00 pm - EST**

No application arriving beyond the deadline can be accepted.

Selection procedure

ITA will acknowledge receipt of all applications, but **only candidates who meet the above-listed requirements will be invited to move forward in the selection process.**

Candidates admitted to the selection procedure will receive an invitation via email.

The selection will take place in person at the ITA Agency's Office (33 E 67th St., New York, NY, 10065).

The candidates will be selected by a Commission of three members appointed by the Trade Commissioner of ITA New York among the permanent staff of ITA New York/Consulate General of Italy or other Italian public institutions present in the Country.

The selection procedure will take place **any date from October 1st, 2024** and will involve skill testing, as follow:

1. Written test (up to 50 points – 50 minutes)

The test is aimed to assess relevant knowledge, language included, and strength of reasoning without using the Italian - American vocabulary.

a) Multiple choices (up to 25 points - 20 minutes)

25 questions (ITA) on the following subjects: general culture, ITA activity.

b) Translation test (ITA/ENG) (up to 25 points - 30 minutes)

The candidates must score at least 35 points to be admitted to the Practical test and to the interview.

2. Practical test (up to 20 points - 30 minutes)

The test is aimed at assessing IT skills.

3. Interview (up to 30 points - 20 minutes)

The interview - in English and in Italian - is aimed to assess technical skills, motivation, organizational skills, and strength of reasoning.

The test will focus on the following topics:

- general culture;
- general information about ITA to be found on www.ice.it;
- MAECI Decree of 17 January 2024, n.32, containing the amendments to the Decree of 2 November 2017, n. 192 (annex 3).

After testing, each candidate will be ranked on a **100 points scale.**

Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.

The list will be published on the ITA website.

The position will be offered to the eligible candidate with the **highest score** unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicant, according to a list that will remain valid for 18 months.

The recruitment is subject to a no-objection statement from the Italian Embassy in the USA. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such an official statement, which will take approximately 45 days.

Important Notice

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

Please note that 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 ("Code of Conduct"). A copy of ITA Code of Conduct is available at www.ice.it, "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application) – "Code of conduct".
ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion, or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Provided that every requirement of education, skill, technical qualifications, and experience are 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.

Erica Di Giovancarlo
Trade Commissioner - New York Office
Executive Director for the USA

