

October 8, 2020

JOB OPENING

The Italian Trade Commission (ITC) is seeking applicants for a TEMPORARY ASSISTANT POSITION for its Machines Italia project at the TORONTO OFFICE

The role will be to support ITC in enhancing the activity of promoting and assisting Italian companies within the Canadian marketplace through various activities aimed at promoting Made in Italy products in Canada with specific reference to the Machines Italia Project.

Duties & Responsibilities

As part of the temporary contract, the activities and responsibilities for the position, under the general direction of ITC, shall be the following:

- assist with all activities related to the promotion of Made in Italy industrial machinery and technology solutions in Canada, including:
 - general office and administrative work involved in the organization of promotional activities and events;
 - assistance with requests from Italian companies;
 - preparation of documents and contracts;
 - communication with third parties and involved agencies;
 - update of the digital and marketing content and materials;
- assist with market research, project analysis and systematic monitoring reports as requested by the Head Office;
- organization of business trips for delegates of Italian companies to Canada, as well as of Canadian businesses to Italy;
- assist with other activities and projects related to the promotion of Made in Italy as required;
- traveling domestically and internationally, if required.

Requirements

Education:

- Degree from a recognized University, preferably in a relevant discipline.

Language:

- Proficiency in English and Italian (reading, writing and speaking).

Experience:

- A minimum of two years' experience in a similar role – in the private or public sector .

Additional skills and requirements:

- Excellent organizational, interpersonal and communication skills (written and oral) in English and Italian;
- Meticulous work ethic with attention to detail;
- Proficient in MS Office (particularly Excel, Word, PowerPoint), Internet, Email;
- 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

Salary and compensation will be commensurate with experience.

The position is temporary full-time: 35 hours/week starting January 1, 2021 until June 30, 2021

Disclaimer: the temporary contract of the successful applicant will only be finalized after a 90 day probationary period, with the approval of headquarters in Rome and, in case, can be renewed only for an additional year upon receipt of a certificate of non-impediment (Nulla Osta) issued by the Italian authorities.

Application Requirements

To be considered for an interview, applicants must submit the following required materials:

- a signed cover letter explaining the candidate's suitability for the position and how they meet all required qualifications;
- an up-to-date curriculum/resume;
- a copy of the degree;
- copies of documentation proving:
 - o citizenships (all must be indicated);
 - o fiscal residency in Canada;
 - o eligibility to work in Canada (a valid open work permit for non-Canadian citizens or proof of Canadian citizenship);
 - o a clean Canadian criminal record certificate;
 - o in case of Italian citizen, a "casellario giudiziale e dei carichi pendenti";
 - o in case of other citizenship/s, a clean criminal record certificate issued by that country/countries;
- a copy of a valid ID document.

Application Submission

All application requirements must be submitted only via email to: toronto@ice.it;

- with documents
 - o collated in a single PDF file
 - o in the order listed above
 - o attached to the email;
- with the job description "Machines Italia Temporary Assistant Trade Analyst Position" included the subject field;
- by **October 23, 2020 @ 5:00 pm**.

Selection Procedure

ITC will acknowledge receipt of all applications, but **only candidates who meet the requirements will be invited to move forward in the selection process.** The selected candidates will be required to take a few tests, in person or remotely:

1) a written translation test from Italian to English

Date of test: Friday, October 29, 2020 @ 11:00am

2) a practical test, with instructions in English, to ascertain your computer skills on a Microsoft Office application.

Date of test: Friday, October 29, 2020 @ 11:30pm

3) an interview with focus on skills, qualifications, motivation and strength of reasoning

Date of test: Friday, October 29, 2020 @ 12:00pm

The Italian Trade Commission does not reimburse any travel costs to and from interviews/tests nor does it reimburse any relocation costs.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason 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 authorised 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.ice.it

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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. Providing 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.
