



ITALIAN TRADE AGENCY

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**ITA London is currently recruiting for two Assistant Trade Analyst (Permanent, full-time)- Market Analyst Assistant Level M1 qualification.**

**The Italian Trade Agency in London:**

The Italian Trade Agency ("ITA") is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

**ASSISTANT TRADE ANALYST – LONDON OFFICE**

**The Role:**

ITA is looking for 2 Assistants Trade Analyst to work within the London Office. The Assistant Trade Analyst will assist with the promotion and internationalisation of Italian companies in the United Kingdom and Ireland for the following sectors: **1.Consumer Goods and 2. Capital Goods.**

**Key Responsibilities:**

1. Organisation of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2C;
2. Organisation of events with Italian companies in United Kingdom and Ireland;
3. Providing assistance to Italian and British companies interested in importing / exporting;
4. Dealing with suppliers and companies in a professional manner by order of priority, both on the telephone and e-mail;
5. Budgeting each promotional initiatives for the entire year for both United Kingdom and Ireland;
6. Analysis of business opportunities, both in the United Kingdom and in Ireland, for Italian companies;
7. Creation of customised packages of services (paid / or free of charge) to help Italian companies to import and to export;
8. Budgeting the individual promotional initiatives (exhibitions, fairs, seminars, workshops, etc ...);
9. Organising projects and events from start to end or as needed;
10. Dealing with exhibition spaces at ITA Trade events, organising and finalising all agreements and dealing with suppliers;



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11. Management of promotional campaigns through the use of different communication channels (for example advertising, creation of content for websites, social media, etc.);
12. Management of the paid and free of charge services ;
13. Administration of all documentation regarding the different initiatives through ITA specific software;
14. Performing other related ad-hoc duties to support the team as required;
15. Assistance in using the main online platforms used by ITA and providing assistance to trade analysts;
16. Assistance in general office clerical activities;
17. Responsible for compiling Market reports.

**Requirements to GUARANTEE and CLARIFY at the time of application:**

- a) Applicants **must be eligible to work in the U.K.**, the applicant must be a **UK tax resident**;
- b) The applicant must be able to show any current and valid passport or ID;
- c) A CV is required;
- d) A SELF-CERTIFICATION is required relating to the absence of any criminal convictions, as well as pending charges;
- e) English and Italian (spoken and written);
- f) They must have a **National Insurance Number**;
- g) They must have **an active UK Bank Account**;
- h) Bachelors' degree preferably in Economics, Business, Political science, or a related discipline;
- i) Team work, problem solving and management of organizational aspects, as well as good communication skills;
- j) Excellent knowledge of Office tools (Excel, Word, Power Point etc ...);
- k) Good Time management through planning skills;
- l) Previous experience in an international environment is considered favourably;
- m) Immediate or short-term availability\*\*.

**ATTENTION:** Upon passing the test and, therefore, during the preparation of the documentation for the recruitment, **you must provide** (asap) a CRB (Criminal Records Bureau ) certificate processed by the Disclosure and Barring Service (**DBS**);

If he/she is Italian citizen or have any other citizenship they must provide corresponding certifications relating to the absence of any criminal sentences as well as pending charges (issued by the Judicial Register and of the Pending Loads);

<https://www.gov.uk/request-copy-criminal-record>  
<https://certificaticasellario.giustizia.it/sac/prenotacertificato>



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**\*\* please note that when the candidate is selected, ITA must request to the Embassy to issue a security clearance check that could take approximately 45 days to confirm.**

**Candidates who do not have the above mentioned requirements will not be taken into consideration for the selective tests.**

**Job Location:**

Sackville House, 40 Piccadilly  
London W1J 0DR

**Hours of Work:**

Monday to Friday office hours (currently from 9am to 5pm).

**Instructions for candidature submission:**

- a) Send **CVs and self-declarations** exclusively by e-mail to [recruitmentlondon@ice.it](mailto:recruitmentlondon@ice.it) **Attn. Dr. Giovanni Sacchi**;
- b) The closing date for applications is **Thursday 31 March 2022, 24:00**;
- c) It is necessary to indicate in the subject and in the body of the email the position for which you are applying, either 1. Consumer Goods or 2. Capital goods, expressing as follows:

**1. CONSUMER GOODS OR 2. CAPITAL GOODS.**

**ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian); approximate dates for the writing test will be on Tuesday 5 April and the interviews on Friday 8 April (dates to be confirmed);**

**1. Written test:** candidates will be asked to answer, in a predetermined time of 45 minutes, a series of multiple choice questions where there will be only one correct answer. Three different tests will be prepared and during the examination the test to be carried out will be randomly selected.

The TEST will consist of 30 questions that will focus on current affairs, socio-economic issues, Brexit issues and the European Union, as well as some questions on the ICE Agency and its operation.



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The minimum result to be achieved will be 18 points.

The evaluation method is as follows:

correct answer: 1 point

wrong answer: - 0.20 points

missing answer: 0 points

A short translation from Italian to English and vice versa will also be required, without dictionary, to be completed in 15 minutes each.

The translation tests will be assigned a score on a scale from 1 to 10 \*.

10 - exceptional, professional level

09 - excellent, without distractions

08 - very good, only a few minor problems

07 - very good, with smaller or some major problems

06 - obvious but not distracting problems

05 - average

04 - below average, some distraction problems

03 - below average, with more than a few distracting issues

02 - poor

01 - very poor

After these tests, a special ranking will be formulated based on the number of correct answers and on the basis of the evaluation of the translations which will allow only the first ten to be admitted to the subsequent oral tests; this number may be higher only in the case of candidates placed ex-aequo;

**2. Speaking test:** in Italian and English with a practical test - computer test to prove general knowledge of PC use;

**Salary:** Basic salary to £ 26,340.24\* gross for a full time position.

\* 75% of the transport will be refunded.



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### **IMPORTANT NOTICE**

**This selection may be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in London at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.**

**ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.**

Best regards,  
Giovanni Sacchi  
ITA London Director



Cordiali saluti,  
ICE Londra  
Giovanni Sacchi  
Direttore