



Chicago Office

JOB OPENING
Accounting, Human Resources and Administration Position

Italian Trade Agency

The Italian Trade Agency ("ITA") is a governmental entity with diplomatic status which promotes the internationalization of the 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.

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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.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

The ITA Chicago Office - specializes in the promotion in the fields of Private Label Products/Large Retail, Supermarket Chains, Books and Publishing, Machinery & Technology (Advanced Manufacturing Technology, Automobiles, Parts & Accessories, Food Processing Equipment (except Winemaking Equipment), Hardware and Tools, Leatherworking and Shoemaking Equipment, Metalworking Machine Tools and Robotics, Motors, Transmissions & Gears, Packaging Equipment, Packaging Products, Papermaking Equipment, Plastics and Rubber Manufacturing Equipment, Printing & Graphic Arts Machinery).

More information on the Italian Trade Agency activities in the US is available at <https://www.ice.it/en/markets/usa>.

Job description

The Italian Trade Agency (ITA) - Chicago Office is seeking n.1 Accounting, Human Resources and Administration Officer (A2).

The ideal candidate shall support the promotional activities of ITA Chicago Office, according to the following tasks:

- Budgeting, accounting and bookkeeping of the office
- Payments to vendors
- Budget monitoring for multiple promotional activities
- Entering data and uploading documents into various databases
- Entering all monthly expenses in the Agency's database, built with Oracle
- Monitoring and invoicing services provided to Italian companies
- Managing the office's payroll and assisting with performance evaluation, hiring and terminations
- Monitoring employees' hours and keeping records about professional development
- Monitoring compliance in the procurement area and assisting with larger contracts
- Handling office management tasks such as for example archiving, inventory, purchase of office supplies and relations with the landlord and other providers
- Assisting other employees with various administrative tasks

The Accounting, Human Resources and Administration officer will work under the direct supervision of the Trade Commissioner and his Deputy.

Mandatory Requirements

- Minimum of 3 years work experience in Italian institutions
- US citizens or green card holders; ITA does not sponsor a working visa
- Resident in USA
- Fluent in English and Italian (spoken and written)
- Skillful use of applications: MS office, particularly Word and Excel, internet, Gmail, Oracle Applications or similar accounting software

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



Preferential requirements

- Bachelor's degree in a subject related to this job profile
- Excellent organizational, interpersonal and communication skills
- Project management and multitasking ability

Work location and hours

Italian Trade Commission: 401 North Michigan Ave, Suite 1720, Chicago, IL, 60611

Full-time 40 hours per week from 9 to 17 Mon-Fry including 1 hour lunch break

Salary and Compensation

Monthly compensation will be \$ 5.300,00 gross of taxes and any other dues, plus a yearly bonus based on performance and availability of funds.

Due to the fiscal status of 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

Indefinite time

Application Process

Interested candidates must:

1. Fill out the online application [form](#) **MANDATORY: E-MAIL SENDING IS NOT ENOUGH**
2. Submit all the following documents, **ONLY BY EMAIL, to: chicago@ice.it**, Attn. Mr. Marco Verna, **specifying in the subject line "Accounting Position" (A2)**:
 - Resume
 - Copy of US passport or green card
 - Substitutive declaration of possession of requirements (attached), duly fill in and signed
 - Any other document useful to assess previous experience or qualifications (ex. Writing samples)

Deadline: April 22, 2022 at 12:00 pm – CT

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.

Shortlisted candidates will be asked to undergo an in-person written test and interview.

Please note that the application process involves skill testing, as follow:

1. **Written test** (25 multiple choice questions) in Italian based on ITA’s activity and on ITA “Manuale di Amministrazione e Contabilità” which will be sent to eligible candidates before the test. The written test is aimed to assess relevant knowledge, language included, and strength of reasoning (up to 50 points). The candidates must score at least 30 points to be admitted to the translation test and to the interview

April 29, 2022, at 10:00 am – CT

2. **Translation test** (ITA/ENG) aimed to assess language knowledge (up to 20 points)

April 29, 2022, at 11:00 am – CT

4. **Interview**, in English and in Italian, focused on motivation, organizational skills, and strength of reasoning (up to 30 points)

April 29, 2022, at 12:00 am – CT

Candidates admitted to testing will receive an invitation via email

Please note that:

- the selection will take place in person at the ITA Agency’s Office: 401 N. Michigan Ave, Suite 1720, Chicago, 60611, IL.
- if, for sanitary reasons due to the Covid-19, should not be possible to take the tests in person, the selection procedure will be carried out online. In this case, all candidates will be notified in advance.
- the selection procedure will be carried out according to the Office anti-covid Protocol (wearing a mask and social distancing) and proof of Covid-19 vaccination.

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 Chicago 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 at least 6 months.

Important Notice

This selection could be suspended and/or cancelled 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.

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

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 on the website at the following link: <https://www.ice.it/en/sites/default/files/inline-files/code-of-conduct.pdf>

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DICHIARAZIONE SOSTITUTIVA POSSESSO REQUISITI

Nome:	[.....]
Data e luogo di nascita:	[.....]
Posizione per cui si candida:	ACCOUNTING POSITION
Indirizzo postale:	[.....]
Telefono:	[.....]
E-mail:	[.....]

IL CANDIDATO DICHIARA DI:

Essere cittadino americano o essere in possesso di carta verde	<input type="checkbox"/> Sì <input type="checkbox"/> No
Essere fiscalmente residente negli USA	<input type="checkbox"/> Sì <input type="checkbox"/> No
Non aver riportato condanne penali e non avere carichi pendenti:	<input type="checkbox"/> Sì <input type="checkbox"/> No

Il sottoscritto dichiara formalmente che le informazioni sopra riportate sono veritiere e corrette e che è consapevole delle conseguenze, anche di natura penale, di una grave falsa dichiarazione, previste dall'ordinamento italiano e dall'ordinamento locale.

Il sottoscritto autorizza formalmente ICE Agenzia a svolgere un back ground check volto a verificare il possesso dei requisiti richiesti e la veridicità delle dichiarazioni rese.

Il sottoscritto si impegna a presentare la documentazione attestante quanto sopra dichiarato nel caso in cui, al termine del processo di selezione, risultasse vincitore.

Tale documentazione dovrà pervenire alla sede di Chicago entro 30 gg. dalla data in cui gli esiti della selezione verranno comunicati.

[Luogo e data]

[firma]

**INFORMATIVA SULLA PROTEZIONE DELLE INFORMAZIONI SULLA PROTEZIONE DELLE
PERSONE FISICHE CON RIGUARDO AL TRATTAMENTO DEI DATI PERSONALI
Regolamento (UE) 2016/679, art. 13**

Il trattamento dei dati personali è improntato ai principi di liceità, correttezza e trasparenza a tutela dei diritti e delle libertà fondamentali delle persone fisiche. A tal fine, si forniscono le seguenti informazioni:

1. Il titolare del trattamento è l'ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (di seguito solo ICE-Agenzia) che, nel caso specifico, opera per il tramite dell'Ufficio di CHICAGO, 401 n. Michigan Ave #1720– Chicago 60611, IL – chicago@ice.it
2. L'ICE – Agenzia dispone di un responsabile della protezione dei dati personali che, in caso di quesiti o reclami, può essere contattato ai seguenti recapiti: ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane - Via Liszt, 21 – 00144 Roma; e-mail: privacy@ice.it.
3. I dati personali chiesti sono necessari per la selezione dell'operatore economico a cui sarà affidata la prestazione oggetto dell'appalto.
4. Il conferimento dei dati è un obbligo previsto dalla normativa italiana e l'eventuale rifiuto a fornire i dati chiesti comporta l'esclusione dalla procedura di selezione o dall'affidamento.
5. Il trattamento sarà effettuato in modalità manuale o informatizzata da personale appositamente incaricato.
6. I dati saranno comunicati agli organi di controllo interni ed esterni del ICE-Agenzia. Con la firma della presente informativa, l'interessato dà il suo consenso alla comunicazione dei predetti dati anche alle competenti autorità locali per la loro verifica e alla pubblicazione degli elementi essenziali del contratto stipulato nel sito internet del committente conformemente alla normativa italiana sulla trasparenza dei contratti pubblici.
7. I dati sono conservati per un periodo minimo di 5 anni a decorrere dal momento in cui ha termine il rapporto contrattuale per completamento dell'esecuzione o per altra ragione, ivi inclusa la risoluzione per inadempimento. Questo termine è sospeso in caso di avvio di un procedimento giudiziario.
8. L'interessato può chiedere l'accesso ai propri dati personali e la loro rettifica. In questi casi, l'interessato dovrà presentare apposita richiesta ai recapiti indicati al punto 1, informando per conoscenza il responsabile della protezione dei dati dell'ICE-Agenzia ai recapiti indicati al punto 2.
9. Se ritiene che i suoi diritti siano stati violati, l'interessato può presentare un reclamo al responsabile della protezione dei dati dell'ICE-Agenzia. In alternativa, può rivolgersi al Garante per la protezione dei dati personali (Piazza di Monte Citorio 121, 00186 Roma, tel. 0039 06 696771 (centralino), e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it) o all'autorità giudiziaria.

[Luogo, data]

Firma dell'interessato
per presa visione e accettazione

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