

JOB OPENING

The Italian Trade Agency - ITA is seeking an ASSISTANT TRADE ANALYST at ITA Toronto OFFICE

ITA (Italian Trade Agency) is seeking a full-time Assistant Trade Analyst (M1) on a permanent basis at its office based in Toronto.

This position is for an existing vacancy.

The role of the Assistant Trade Analyst will be to support the Trade Analyst team. 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 & Responsibilities of the Assistant Trade Analyst (ATA)

As part of the contract, the activities and responsibilities for the position, under the direction of ITA, shall include (but will not be limited to) the following ones.

- Assisting and promoting Italian companies in the Canadian market and occasionally assisting Canadian companies that want to do business with Italy through personalized services (information, marketing support and development of business networks)
- Conceptualizing, designing, budgeting and organizing promotions planned in the ITA Agency's activity programs or upon request by specific clients, with full or partial responsibility for the various organizational aspects of each project
- Monitoring business opportunities through multi-channel databases and information tools, participation in webinars, conferences and networking events
- Maintaining contacts with third parties and involved agencies, which may require calling prospective clients or suppliers involved in marketing campaigns.
- Carrying out office and administrative work such as requests for quotations, contracts or reports
- Production of marketing and market analysis content and materials
- Updating databases and websites and implementation of multi-channel promotional campaigns, including through social media
- Organization of business trips for delegates of Italian companies to Canada, as well as of Canadian business delegates to Italy.



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- Traveling domestically and internationally, if required
- Other specific tasks assigned by the supervisors or the office's management.

General Requirements

Education

- University Degree, preferably in a relevant discipline, such as Marketing, Business Administration, Communication, Public Policy, Law, Engineering.

Languages

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

Experience

- A minimum of two years' experience gained in areas relevant to the position.

Additional skills and requirements

- Proficiency in MS office, (particularly Word, Excel, PowerPoint), Internet, Email Google Suite 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
- Knowledge of French is considered an asset
- Availability to travel
- 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

The position is permanent and full-time, i.e. 35 hours per week in presence, as allowed by the circumstances, at the ITA office in Toronto, 480 University Avenue, Suite 800.

Salary will be determined in accordance with the salary scales established under the applicable Collective Agreement and up to \$6,016.89/month, plus a bonus equal to one month's salary (for a total gross annual compensation of \$78,219.57).

A yearly contribution of \$6,630.00 towards a Registered Retirement Savings Plan, paid on a monthly basis, is provided.

A group health insurance plan is provided.



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An additional yearly discretionary bonus based on performance may be available, subject to applicable policies and availability of funds.

Training will be offered both on the job and through formal courses.

Vacation entitlement is determined in accordance with the provisions of the applicable Collective Bargaining Agreement. During the first year of employment, employees are entitled to 16 vacation days, calculated on a pro-rated basis.

Application requirements

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

- An up to date resumé
- A signed cover letter explaining the candidate's suitability for the position and how the candidate meets all required qualifications (optional)
- The attached questionnaire, duly filled out. Please note that when using hiring platforms to submit one's application, answers can be provided directly within the platform's application form, in which case it is not necessary to return the questionnaire
- Self-declaration confirming the absence of criminal convictions and pending criminal proceedings;
- Self-declaration concerning tax residency.

If called for an interview, the selected applicants will have to show a government issued picture ID. Only candidates who meet the requirements will be invited to move forward in the selection process.

Prior to finalizing the hiring process, the successful applicant will have to submit or show the following documents, in addition to a few references by previous employers.

- A copy of diplomas
- Copies of documentation proving
 - o citizenships (for each possessed)
 - o fiscal residency in Canada
 - o eligibility to work in Canada (a Permanent residence for non-Canadian citizens or proof of Canadian citizenship)
 - o clean Canadian criminal record certificate
- A copy of a valid government issued ID, with photo

All of the above documents will be part of the official record of the hiring procedures.

Application Submission

All application requirements must be submitted via email to: aahr.canada@ice.it or through the online application submission services where this notice appears, **no later than September 24, 2026 at 12:00 pm.**

Applications submitted via e-mail will include "**Assistant Trade Analyst -**" in the subject line and a **copy of the questionnaire** at the end of this document, duly filled out, in attachment.

Selection Committee

The Selection Committee shall be composed of the Director of the ITA Toronto Office, two Trade Analysts from the ITA Toronto Office, and a Secretary to the Selection Committee, identified as the Accountant of the ITA Toronto Office.

Examination Dates

Selected candidates will be invited to attend a written examination, which is scheduled to take place on **September 28, 2026, at 10:00 a.m.**, at the ITA Office in Toronto (480 University Avenue, Suite 800).

Candidates who successfully pass the written examination will be invited to an oral examination, which will be held starting from **September 30, 2026**. The exact date and time of each oral examination will be communicated to the selected candidates by email at a later date.

Selection Procedure

Four (4) mandatory selection tests shall be administered to assess the candidates' suitability to perform the duties and responsibilities associated with the advertised position. Each of the four (4) tests shall be assigned a score ranging from a minimum of one (1) to a maximum of ten (10) points.

Minimum Passing Score and Elimination Threshold: To be considered suitable, candidates must obtain a minimum score of six (6) points out of ten (10) in each of the four (4) mandatory tests.

The **written examination** shall consist of the following:

- A written composition designed to assess the candidate's organizational, marketing and communication skills;
- A translation of a short text to assess the candidate's written proficiency in Italian and English;
- Two (2) computer-based tests designed to assess the candidate's proficiency in using the Microsoft Office suite.

The written examination shall have an overall duration of approximately two (2) hours.

Oral Examination

Candidates who obtain the minimum required score in each of the four written tests shall be admitted to the subsequent interview, in person, lasting about 1 hour, at the ITA's premises in Toronto:



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- An oral examination in Italian and English covering topics related to international trade, professional skills, communication and interpersonal skills and matters pertaining to the activities of the Italian Trade Agency (ITA).

The oral examination shall assess the candidate's proficiency in spoken English and Italian, their knowledge of the topics covered, as well as their experience and aptitude. A score ranging from a minimum of one (1) to a maximum of ten (10) points shall be assigned.

Minimum Passing Score and Elimination Threshold: To be considered suitable, candidates must obtain a minimum score of six (6) points in each of the aspects assessed.

The final ranking list will be established based on the candidates' overall scores obtained in the selection process.

Final ranking will remain valid for a period of 24 months.

The Italian Trade Agency does not reimburse any travel or relocation costs related to this selection process and the subsequent assignment.

IMPORTANT NOTICE

This selection could be suspended and/or canceled at any moment and for any or no reason by ITA 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 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 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.

Privacy Notice and Consent

The personal information provided by candidates in connection with this recruitment process will be collected, used and retained for the purposes of administering the selection process, assessing candidates' qualifications and suitability for the advertised position, communicating with candidates, and maintaining records relating to the recruitment process.

Candidates acknowledge and consent to the publication of their full name on the Italian Trade Agency's website if they are selected as the successful candidate or are included among the candidates deemed eligible following the selection process.

The publication of the candidates' names is intended to ensure transparency and accountability in the recruitment process.

By submitting an application, candidates acknowledge that they have been informed of, and consent to, the collection, use and disclosure of their personal information for the purposes described above, including the publication of their full name as set out herein.

Questions regarding the collection, use or disclosure of personal information may be directed to the appropriate privacy contact of the Italian Trade Agency.

About the Italian Trade Commission

ITA - Italian Trade Agency 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, 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. 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.

In Canada the ITA has three offices located in Montréal, Toronto (head office) and Vancouver.

More information is available at www.ice.it and at www.ice.it/en/markets/canada. All ITA's staff are bound by the Code of conduct published in the Amministrazione Trasparente section of the main web portal.

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ITA 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.
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Toronto - September 4, 2026

Questionnaire - to be mandatorily returned with the application, by the deadline, unless filled out online, if applying via a platform where the questions below are found

- * Do you hold a Permanent residence status or Canadian Citizenship? YES ___ NO___
- * Do you speak Italian? YES ___ NO___
- * Do you speak English? YES ___ NO___
- * Do you speak French? YES ___ NO___
- * How many years of relevant work experience do you have? YEARS ____
- * Can you come to work on a daily basis at our premises in downtown Toronto? YES___
NO___
- * Do you hold a University Degree (Bachelor's degree or higher)? YES ___ NO___