

New York, June 20th 2022

JOB OPENING RECEPTIONIST/SECRETARY

The Italian Trade Agency ITA

The Italian Trade Agency (“ITA”) is a governmental entity with immunity status which promotes the internationalization of the Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation of Italy and the Ministry for Economic Development of Italy. 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.

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.

The ITA New York Office is the Coordinating Office of ITA Offices network in the USA and specializes in the promotion of Made in Italy in the following sectors: Agricultural and Foodstuffs, Animals and Animal Feeds (except Household Pets), Apparel & Industrial Textiles, Apparel and Accessories, Beverages, Wines and Liquors, Cosmetics and Perfumes, Eyewear, Flowers, Plants and Seeds, Footwear and Accessories, Investments Desk, Leather Goods, Furs and Hides. More information on the Italian Trade Agency activities in the US is available at www.ice.it.

Job description

The New York office of the Italian Trade Agency (ITA) is seeking **n.1 full-time SECRETARY/RECEPTIONIST**.



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The ideal candidate should have the following qualifications:

- High school or undergraduate A degree in Economics, Business Administration, Marketing and/or Communication;
- Previous experience in the same position;

Duties

The candidate will be required to perform the following duties:

- Welcoming guest;
- Answering Incoming calls;
- Manage incoming and outgoing mails;
- Administrative functions in assisting the Head of administrative team;
- Directing staff and guest to the appropriate office;
- Ensure cleanliness and orderliness;
- Assist in maintaining security.
- Provide data collection and processing of data bases in use in the office;
- Providing basic information to Italian companies and US Companies contacting the Italian Trade Commission.

Work location

Italian Trade Commission, New York Office
33 East 67th Street – New York City, NY 10065

Requirements

- University/College degree
- US citizens or green card holders;
- Residency in USA;
- Proficiency with English and Italian (spoken and written);
- Proficiency with Microsoft Office (PowerPoint, Word, Excel).

All employees are required to wear a mask, practice social distancing, adhere to our COVID-19 vaccination policy, and/or sanitize work areas and common areas. The selected candidate will be requested to show proof of COVID-19 vaccination, or have a valid religious or medical reason not to be vaccinated.

ITA does not sponsor a working visa





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

Qualification and skills requested:

- A minimum of 1 year of experience in the same position (please submit name, contact number and email of the most recent supervisors in the US or Italian firm/entity);
- Telephone Skills, Verbal Communication, Listening, Professionalism
- Customer Focus, Organization, Informing Others, Handles Pressure
- Supply Management, Excellent interpersonal and communicational skills;
- 1 or more qualified references from prior employers.

Salary and Compensation

Compensation will be **\$40,950 yearly**.

Due to the status of the Italian Trade Agency in the US, the candidate shall be fully responsible for all tax requirements under the US laws, whether at federal, state or local level.

Medical dental and vision insurance coverage will be offered, yearly bonus could be possibly awarded and 20 days of vacation per year are granted.

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.

Application Process

Documents submission:

Interested candidates must:

1. submit, **ONLY BY EMAIL**, to **g.mafodda@ice.it** Attn. **Giovanni Mafodda** specifying in the subject line: **"Receptionist/Secretary Position"** all the following documents:

- copy of their resume;
- copy of unofficial transcripts;



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- copy of US passport or green card;
- proof of USA residency;
- a writing sample useful to assess previous experience or qualifications.

2. Fill out the [Online Registration Form](#)

Deadline: July 5th, 2022.

Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by July 7th, 2022 to move forward in the selection process.** Please note that the selection process includes the passing of a written test:

1. **Practical test and Interview in English and Italian (July 12th 2022)**

The candidates may score **up to 100 points**. The practical test is aimed to ascertain Microsoft Office and Gmail mail software skills (**up to 50 points**). The interview, conducted either in English or Italian, will focus on skills, qualifications, motivation and strength of reasoning (**up to 50 points**).

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 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 applicants, according to a list that will remain valid for 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 any obligation and/or expectation or reliance on the part of eligible candidates.





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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”.

