



ITALIAN TRADE AGENCY

Los Angeles Office

Date: 04.04.2022

P. 0041662/22

JOB ANNOUNCEMENT

This notice is an invitation to submit application for TEMPORARY POSITIONS which may be available at INNOVIT - Italian Innovation and Culture Hub - San Francisco office during the current year 2022.

1. **The Italian Trade Agency**

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.

The ITA Los Angeles office specializes in the promotion of high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.

2. **Job positions**

The Italian Trade Agency - Los Angeles office - is seeking applicants for the following temporary positions that should be available during 2022.

- **Administrative Assistant**

3. **Job location**

INNOVIT - San Francisco Office

710 Sansome street, San Francisco, CA, 94111

4. Job Description

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

- Typing, registering and answering correspondence, keeping files, data entry and operating electronic office equipment (such as personal computer, photocopies, telephone and others), documents' filing, updating the office's marketing database.
- Perform administrative tasks related to the above activities such as: request of quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.)

5. Requirements

Administrative Assistant

- Bachelor's degree in Business Administration or similar
- Legally authorized to work in the US (holder of US passport or green card or legally authorized to work in the US)
- Fluent in English and Italian (reading, writing and speaking)
- Proficiency in MS office (Word, Excel, Power Point), internet, email, google suite.
- A minimum of 2 years' experience in a similar role in the private or public sector
- Skillful in use MS office (Word, Excel, Power Point), in addition to internet, email, google suite and database software

Additional skills and qualifications.

- Skillful use of social media accounts for business purposes and/or working with CRM software.
- Excellent organizational, interpersonal and communication skills
- Ability to manage multiple tasks at once.
- Qualified references from prior employers
- Must reside in the Los Angeles area

Candidates lacking even one of the above listed requirements will not be selected for an interview.

6. Salary and Compensation

Salary and monthly compensation will be commensurate with experience and qualifications, according to the following range:

✓ Administrative Assistant: \$ 32.00 per hour (gross of taxes and any other dues).

Important notice

- a) All positions are full-time: 35 hours per week, excluding transfers (7/h days – 5 days a week).
- b) The temporary contract term is of three/six months, renewable based on funds availability and performance.
- c) The successful candidates will be employed directly by ITA Los Angeles' Temporary Agency
- d) No Health insurance coverage will be offered.

7. Employment Status

Applicants must be legally authorized to work in the US.

The Italian Trade Agency will not sponsor any applicants.

8. Application Submission

Interested candidates must submit their resume, **ONLY BY EMAIL**, to: **losangeles@ice.it**, Attn. **Ms. Alessandra Rainaldi** specifying in the subject line: the position for which you are applying (**Administrative Assistant**).

9. Selection

ITA Agency – Los Angeles office will take into consideration the applications accordingly with the availability of job positions may occur during the year.

In this case, the selected applicant will be invited to an interview to assess his requirements of education, skill, technical qualifications and experience to the position available.

This pre-selection could be suspended and/or cancelled at any time 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.

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.

Provided that 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.

IMPORTANT

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".