



JOB OPENING
ACCOUNTING/ADMINISTRATIVE ASSISTANT TEMPORARY POSITION
PROJECTS: HOST 2021/ DESIGN DAY 2021
ITALIAN TRADE AGENCY, MIAMI OFFICE

The Italian Trade Agency

The Italian Trade Agency (ITA) 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 small and medium-sized Italian businesses. Using the most modern multi-channel promotion and communication tools. ITA acts to assert the excellence of Made in Italy in the world.

Job Location

Italian Trade Agency, Miami Office
1 SE 3rd Avenue, Suite 1000
Miami, FL 33131

Job Description

ITA Miami office is currently seeking to fill a temporary Accounting/Administrative Assistant position for a period of 5.5 months. Upon expiration of the temporary contract, there may be the possibility to apply for a full-time accounting role.

Responsibilities

- Assist with the financial accounting and reporting operations of the office.
- Assist with the preparation and management of the project budget.
- Assist with the creation of bid requests and the process of awarding and executing contracts for goods and services according to the Italian Public Contracts Code.
- Assist with the organization of marketing projects and events that promote the internationalization of Italian companies, including tradeshow, exhibitions, networking events and incoming buyer missions.
- Perform a variety of administrative tasks.

Requirements

- US citizenship or permanent residency (visas with work permits are not accepted)



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- Bachelor's degree or higher
- Verbal and written professional proficiency in English and Italian
- Proficiency in Microsoft Office
- Accounting or business administration experience

Candidates who do not meet the above-mentioned requirements will not be considered.

Salary and Compensation

Compensation will be \$19,250 for a period of 5.5 months (paid monthly).

Due to the fiscal status of the Italian Trade Agency in the US, the candidate shall solely and fully be responsible for the payment of taxes and all related fiscal obligations, as per US federal, state, and local laws.

Application Process

Interested candidates must submit the following documents, **ONLY BY EMAIL** to: miami@ice.it, with the subject line "Application for Accounting/Administrative Assistant Position":

1. Resume
2. Copy of bachelor's degree certificate
3. Copy of US passport or Permanent Resident Card (Green Card)
4. Job Application form

Deadline: May 24, 2021 at 5:00 pm (EST).

Selection Procedure

Candidates who meet the above-mentioned requirements will be contacted for an interview by May 25, 2021, which will include the following:

- Practical test aimed to ascertain IT skills (worth a maximum of 20 points.)
- Translation of a text from English to Italian (worth a maximum of 20 points.)
- Interview focused on skills, qualifications, motivation, suitability of the position, and language proficiency (worth a maximum of 60 points.)

Each candidate will be ranked on a 100 point scale. Candidates who score above 70 (out of 100 points) will become eligible and shortlisted by their scores in descending order, with the highest scoring on top.





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The position will be offered to the eligible candidate with the highest score. If the candidate declines the offer, or ITA later find that he/she lacks the eligibility requirements, the position will be offered to the next candidate on the short list, and so on.

Important Notice

This selection could be suspended and/or cancelled at any moment and for any reason by ITA at its full discretion, without creating any obligation, expectation, or reliance on the part of eligible candidates.





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Job Application (Miami Office)

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for ITA? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: _____ Phone: _____
Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
I understand that false or misleading information in my application or interview may result in the immediate termination of my relationship with the Italian Trade Agency.
Signature: _____ Date: _____