



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

## JOB ANNOUNCEMENT

ITA London is currently recruiting for an Assistant Trade Analyst (Permanent, full-time)

### The Italian Trade Agency in London:

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

### 3.1 ASSISTANT TRADE ANALYST - LONDON

#### The Role:

ITA is looking for an Assistant Trade Analyst to work within the London Office. The Assistant Trade Analyst will assist with the promotion and internationalisation of Italian companies in the United Kingdom and Ireland for the following sectors: agri-food, wines, consumer goods, high tech, capital goods and general clerical assistance within the office i.e. IT and administrative duties.

#### Key Responsibilities:

1. Organisation of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2C;
2. Assistance to Italian and British companies interested in importing / exporting;
3. Dealing with suppliers and companies in a professional manner by order of priority, both on the telephone and e-mail;
4. Assistance in the organisation of trade missions to and from the United Kingdom or from Ireland and Italy i.e. booking airline tickets, hotels, etc.
5. Assistance in general office clerical activities;

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6. Assistance and excellent knowledge of computer systems; Assisting and managing our office computer system - its network infrastructures, hardware and software applications using the support of our Internet Provider in UK and Italy;
7. Assistance in using the main online platforms used by ITA and providing assistance to trade analysts;
8. Creation of graphic material, promo-advertising for the various promotional initiatives;
9. Assistance to trade analysts in the annual preparation of the promotional programme;
10. To be able to have regular contact with our Head Office in Rome regarding general office activities;
11. Registering our services to Italian companies on our systems and sending the invoices electronically to our Head Office in Rome;
12. Management and updating of files related to our tariff services and free services and monitoring the revenue and results achieved;
13. Performing other related ad-hoc duties to support the team as required.

### Requirements to **GUARANTEE** and **CLARIFY** at the time of application:

- a) Applicants must be eligible to work in the U.K., the applicant must be a UK tax resident;
- b) The applicant must be able to show any current and valid passport or ID;
- c) A CV is required;
- d) \*They must provide a CRB (Criminal Records Bureau ) certificate processed by the Disclosure and Barring Service (DBS);
- e) \*If he/she is Italian citizen or have any other citizenship they must provide corresponding certifications relating to the absence of any criminal sentences as well as pending charges (issued by the Judicial Register and of the Pending Loads);
- f) Proficient in English and Italian (spoken and written);
- g) They must have a National Insurance Number;
- h) They must have an active UK Bank Account;
- i) Bachelors' degree preferably in Economics, Business, Political science, or a related discipline. Master's degree preferred;

\* concerning letters d) / e): at the time of application it is necessary, at least, to provide a clear proof of the request for documentations <https://www.gov.uk/request-copy-criminal-record> - <https://certificaticasellario.giustizia.it/sac/prenotacertificato>





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- j) Excellent knowledge of computer systems;
- k) Strong organisational skills;
- l) Prepared to learn our office software systems for general office activities;
- m) Excellent knowledge of Office tools (Excel, Word, PowerPoint, etc ...);
- n) Flexibility to work with different teams and able to work within a team and independently;
- o) General ability to create graphic, promotional and advertising material;
- p) A minimum of one or two years experience in a similar role - in the private and / or public sector is considered preferential;
- q) Experience of working in an international group would be beneficial;
- r) Result-oriented, resourceful, positive approach to problem-solving;
- s) Immediate or short-term availability.

**Candidates who do not have the above mentioned requirements will not be taken into consideration for the selective tests.**

**Job Location:**

Sackville House, 40 Piccadilly  
London W1J 0DR

**Hours of Work:**

Monday to Friday office hours (currently from 9am to 5pm).

**Instructions for candidature submission:**

Send your CV and Self-declaration that verifies the possession of the requirements ( please pay attention to point D and E above mentioned) which guarantees entry to the selective phase ONLY BY EMAIL to: [londra@ice.it](mailto:londra@ice.it) Attn. Roberto Luongo

**The closing date for applications is Monday 4<sup>th</sup> February 2018.**





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**ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian) within 5 February 2019:**

1. Written test: starting from 5 different topics - one will be randomly extracted and you will be asked to develop a short essay concerning the promotion of Italian projects in the United Kingdom or concerning the ways in which you would assist an Italian company in the search for a distributor, etc ...
2. Practical test: computer test to prove general knowledge of PC use;
3. Speaking test: in Italian and English.

*Timing: about 75 min.*

The day scheduled for the tests is Friday 8<sup>th</sup> February 2019 (to be confirmed), the time will be indicated later by e-mail.

The candidates will be judged on a 1-10 scale for each test.\*

### **Salary:**

Basic salary to £ 26,340.24 gross for a full time position.

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.

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.





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## **IMPORTANT NOTICE**

**This selection may be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in London at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.**

**ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.**

Best regards,  
Roberto Luongo  
ITA London Director

- \* On a 1-10 scale:
- 10 – exceptional, professional level
  - 09 – excellent, no distractions
  - 08 – very good, only a few minor problems
  - 07 – very good, with more minor or a few major problems
  - 06 – good, noticeable problems but not distracting
  - 05 – average
  - 04 – below average, a few distracting problems
  - 03 – below average, with more than a few distracting problems
  - 02 – poor
  - 01 – very poor

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Certificazione IT16/0545  
**ISO 9001 / UNI EN ISO 9001:2008**

