



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 for the Capital Goods Department (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 - LONDRA

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 sector: **CAPITAL GOODS DEPARTMENT.**

The resource will be placed as Assistant Trade Analyst for the CAPITAL GOOD DEPARTMENT , which includes numerous sub-sectors including:

- Automotive
- Aerospace
- Machine Tools
- industrial Machinery
- Shipbuilding
- Composite materials
- Advanced Engineering
- Cleantech
- Waste Management
- Sustainable construction materials
- Etc..

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Key Responsibilities:

1. Organisation of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2C;
2. Organisation of events with Italian companies in United Kingdom and Ireland;
3. Assistance to Italian and British companies interested in importing / exporting;
4. Dealing with suppliers and companies in a professional manner by order of priority, both on the telephone and e-mail;
5. Budgeting each promotional initiatives for the entire year regarding the capital goods department;
6. Analysis of business opportunities, both in the United Kingdom and in Ireland, for Italian companies;
7. Creation of customised packages of services (paid / or free of charge) to help Italian companies to import and to export;
8. General knowledge of the various phases and types of assignment and execution of contract, procedures based on EU Directives on Public Procurement;
9. Budgeting the individual promotional initiatives (exhibitions, fairs, seminars, workshops, etc ...);
10. Definition of the project, definition of all resources necessary for the realisation of the event;
11. Dealing with the exhibition organisers for the spaces, activation of the all agreements necessary to organise the Italian pavilion, dealing with all suppliers;
12. Management of promotional campaigns through the use of different communication channels (for example advertising, creation of content for websites, social media, etc.);
13. Management of the paid and free of charge services ;
14. Administration of all documentation regarding the different initiatives through ITA specific software;
15. Performing other related ad-hoc duties to support the team as required.





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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;
- j) Good knowledge of the Capital Goods Department in the United Kingdom and Ireland;
- k) Strong organisational skills;
- l) Excellent knowledge of Office tools (Excel, Word, Power Point etc ...);
- m) Doing market research and general presentation;
- n) Good timing management through planning skills;
- o) General knowledge of the procedures for assigning and executing contracts concerning works, services and supplies based on the EU Directives on Public Procurement;
- p) A minimum of one or two years of experience in a similar role - in the private and / or public sector is considered preferential;
- q) Previous experience in an international environment is considered favorably;
- r) Flexibility to work with different teams and able to work within a team and independently;
- s) Result-oriented, resourceful, approach to problem-solving, attention to the details;
- t) Immediate or short-term availability.

* 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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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 which guarantees entry to the selective phase ONLY BY EMAIL to: londra@ice.it Attn. **Roberto Luongo**

The closing date for applications is Monday 4th February 2018.

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 related to the capital goods department.
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 8th 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.





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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.

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.

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

