



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Chicago Office

Office Assistant- Italian Trade Agency- Chicago Office

The Italian Trade Agency- Chicago office, is seeking to fill a temporary office assistant position.

Job description

- Assist Trade Analysts with creating and updating sector specific databases
- Assist with ongoing services provided to Italian companies
- Communicate, via email and phone, with USA businesses to confirm interest in Italian companies' products and services and in participating in planned marketing events
- Update marketing and informational reports
- Provide administrative assistance to Trade Analysts in daily activities
- Carry out other tasks assigned by the Trade Commissioner and/or Senior Trade Analyst

Qualifications and experience

- Bachelor's degree required, Marketing, Engineering or Economics preferred, or 3+ years of experience in a field related to the position
- Detail oriented, resourceful and client-service oriented
- Excellent organizational and communication skills, written and oral
- Skillful use of MS Office, Internet search engines, email, google suite, and database software
- Professional appearance and demeanor

Duration of contract, compensation and hours

An initial 5-month contract will be offered, with the possibility of a renewal based on performance.

Compensation will be in the range of \$2,400 to \$2,800 USD per month inclusive of tax and will be based on employee's experience. No health insurance is being offered at this time.

The job is full time (40 hours per week).

Employment Status

Applicants must be legally authorized to work in the USA. The Italian Trade Agency will not sponsor any foreign employees.

What is ITA?

The Italian Trade Agency is the government organization which promotes the internationalization of Italian companies in line with the strategies of the Ministry for Economic Development. The ITA provides information, support and advice to Italian and foreign companies. In addition to its Rome headquarters the ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

The ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in trade shows, including exhibitions and conferences
- seminars with Italian experts.

ITA Chicago office specializes in machinery, automotive, major food retailers, private label sector, and publishing, among other sectors. More information on the Italian Trade Agency activities in the USA is available at <https://www.ice.it/en/>

Inquiry Submission Particulars

Applications can be submitted through the website www.indeed.com at the page <https://www.indeed.com/job/office-assistant-948d99a6a6c0f122>

Applications and other inquiries may be submitted also via email to chicago@ice.it specifying in the subject line Assistant Marketing Officer Position.

The deadline for applying is April 25th, 2019.

Interviews will be conducted in early May 2019.