

Chicago, May 2nd, 2019

JOB ANNOUNCEMENT
Accounting, Human Resources and Administration Head (Italian required)

The Italian Trade Agency of Chicago is seeking to fill a full time Accounting, Human Resources and Administration Head position.

Job description

- Coordinating with the junior accountant and supervising her work
- Budgeting, accounting and bookkeeping of the office
- Payments to vendors
- Budget monitoring for multiple promotional activities
- Entering data and uploading documents into various databases
- Entering all monthly expenses in the Agency's database, built with Oracle
- Monitoring and invoicing services provided to Italian companies
- Managing the office's payroll and assisting with performance evaluation, hiring and terminations
- Monitoring employees' hours and keeping records about professional development
- Monitoring compliance in the procurement area and assisting with larger contracts
- Handling office management tasks such as for example archiving, inventory, purchase of office supplies and relations with the landlord and other providers
- Assisting other employees with various administrative tasks

The Accounting, Human Resources and Administration Head will work under the direct supervision of the Trade Commissioner and his Deputy.

Work Location

401 N Michigan Avenue - Chicago 60611.

Qualifications and experience

- Bachelor's degree in a subject related to this job profile
- Minimum of 4 years work experience in accounting, management and human resources
- Advanced knowledge of Italian (oral and written)
- Skillful use of applications: MS office, particularly Word and Excel, internet, Gmail, Oracle Applications or similar accounting software

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- Professional appearance and demeanor
- Respect of deadlines
- Orientation to innovation and detail
- Excellent organizational, interpersonal and communication skills

Salary and Compensation

Compensation will be Usd 4,100 (monthly) gross of taxes and any other dues, with a Year-End allowance equal to 1 monthly salary and a yearly bonus based on performance and availability of funds.

The position is full time.

Health insurance for the employee and any qualifying dependents will be provided after a first probation period of 45 days.

Employment Status

Applicants must be legally authorized to work in the USA, i.e. be a USA citizen or have a green card. The Italian Trade Agency will not sponsor any foreign employees.

→ Applications and Inquiry Submission Particulars

Applications can be submitted **by May 24th, 2019** through the following website:

<https://www.indeed.com/job/accounting-human-resources-and-administration-head-italian-required-828026912116762b>

All inquiries may be submitted via email to chicago@ice.it specifying in the subject line “Accounting, Human Resources and Administration Head selection”.

Hiring process

Shortlisted candidates will be asked to undergo an in-person interview and a written test

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Who we are: The Italian Trade Agency (www.ice.it/en)

The Italian Trade Agency is the government organization which promotes the internationalization of the 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 through 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 U.S. food related trade show exhibitions and exhibition forums
- seminars with Italian experts.

The **ITA Chicago office** specializes in major food retailers, private label sector, machinery, automotive and publishing, among other sectors.

More information on the Italian Trade Agency activities in the US is available at <https://www.ice.it/en/markets/usa>