

Los Angeles Office

JOB OPENING

ADMINISTRATIVE ASSISTANT

The Los Angeles Office of the Italian Trade Agency (ITA) is seeking 1 full-time **Administrative Assistant**. **The position is temporary** (12 months: further 12 a possibility).

The general tasks will include mainly organization and legal-administrative activities inherent to existing contractual relationships or to be developed with organizations and associations of the US audiovisual industry

Work location

Italian Trade Commission
1900 Av. of the Stars, Los Angeles, CA, 90067

Job description

- Organize, coordinate and take part in promotional activities, such as trade shows pavilions, conferences, business trips and advertisement campaigns
- Identify and establish direct contact with USA importers, agents, suppliers, interested in relating with Italian counterparts and update the office's marketing database
- Provide prompt assistance to Italian companies willing to establish and/or strengthen their business ties with USA companies and vice versa
- Update ITA social media and website with news and information on a regular basis
- Manage budget and accounting reporting; carry out any assigned administrative task required to prepare the ground for the abovementioned activities (ask for quotations, plan estimated costs, write or edit purchase orders, etc.)
- Carry out any other marketing, analysis, promotional, training and administrative activity suggested by the Director and/or the Vice Director of the office.

Requirements

- Associate's degree as a minimum, Bachelor's degree in Economics, Business Administration or Marketing and/or any other relevant Master's degree preferred;
- proficient in English and Italian, both written and spoken;
- skillful use of MS office (Word, Excel, Power Point) internet, email, google suite;
- orientation to detail and client service, excellent organizational, interpersonal and communication skills;
- availability to travel in USA and internationally, when required;
- professional appearance and demeanor.

Candidates lacking even one of the above listed requirements will not be selected for an interview.

Moreover, preferences will be given to candidates with the additional skills and qualifications:

- a minimum of 2 years' experience in a similar role
- experience in accounting
- previous experience in Trade Promotion Organizations

Salary and Compensation

Monthly compensation will be based on applicant's experience and will range from \$3,500.00 to \$ 3,800.00, gross of taxes and any other dues. No health insurance benefits will be provided. The position is full time, i.e. 40 hours per week at ITA Los Angeles office.

Due to the fiscal status of Italian Trade Agency in the US, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by US laws, both at federal level and state level.

Employment Status

Applicants must be legally authorized to work in the US, i.e. be a US citizen or have a green card. The Italian Trade Agency will not sponsor any applicants. Please state clearly your current status in the application.

Application Process

Document submission

1. Interested candidates must submit their **resume**, **ONLY BY EMAIL**, to: **losangeles@ice.it**, **Attn. Mr. Florindo Blandolino**, specifying in the subject line **“Administrative Assistant”**, along with the following documents:

- copy of bachelor’s degree certificate;
- copy of US passport or green card;
- any other document useful to assess previous experience or qualifications (ex. Writing samples)

2. Fill out the [online application form](#)

Deadline: September 15, 2019 at 12:00 pm (PST)

No application arriving beyond the deadline can be accepted.

Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited to move forward in the selection process**. Please note that the selection process includes the passing of a written test:

1. **Written test** in English and in Italian on the following subjects: Elements of International Marketing and Communication with reference entertainment sector and Elements of rules of public procurement (**September 17, 2019**)
The candidates must score **up to 50 points and must score at least 30 points** to be admitted to the Practical test.
The written test is aimed to ascertain relevant knowledge, language included, and strength of reasoning.
2. **Practical test and Interview in English and Italian (September 18-19, 2019)**.
The practical test is aimed to ascertain IT skills (**up to 20 points**). The interview, conducted either in Italian or English, will focus on skills, qualifications, motivation and strength of reasoning (**up to 30 points**).

After testing, each candidate will be ranked on a **100 points scale**. **Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.**

The position will be offered to the eligible candidate with the highest score unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA website.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason or no reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

The Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our 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 Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

Some of the services provided are:

- *identification of possible business partners*
- *bilateral trade meetings with Italian companies*
- *trade delegation visits to Italy*
- *official participation in local fairs and exhibition forums*
- *seminars with Italian experts.*

*The **ITA Los Angeles office** specializes in the promotion of high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.*

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ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Provided that every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be the 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 could be suspended and or cancelled at any moment and for any reason by the Italian Trade Agency in Los Angeles at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

The recruitment is subject to a no-objection statement from the Italian Embassy in USA. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement.

Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers ("Code of Conduct").

A copy of ITA Code of Conduct is available at www.ice.it, "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application) – "Code of conduct".