



ITALIAN TRADE AGENCY

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

Chicago Office

## **JOB ANNOUNCEMENT**

*The Italian Trade Agency – Chicago office is seeking to fill the position of  
**Accounting, Human Resources and Administration Manager***

### ***Job description***

- Budgeting, accounting and bookkeeping of the office
- 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 offices' payroll and assisting with performance evaluation, hiring and terminations
- Monitoring employees' hours and keeping records about professional development
- Coordinating with the junior accountant and supervising her work
- Monitoring compliance in the procurement area and carrying out and/or advise about awards procedures for larger contracts
- Handling office management tasks such as for example archiving, inventory, purchase of office supplies and relations with landlords and other providers
- Assisting other employees with various administrative tasks

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

### ***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.
- Professional appearance and demeanor
- Respect of deadlines
- Orientation to innovation, detail, excellent organizational, interpersonal and communication skills



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### ***Salary and Compensation***

Compensation will be based on applicant's experience and will range from \$3,800 to \$4,100 gross of taxes and any other dues, with a Year-End allowance equal to one 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 dependants will be provided after a three month trial period.

### ***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 employees.

### ***Inquiry Submission Particulars***

All inquiries must include a cover letter, resume, copy of degree, a self-declaration of no pending criminal charges, photo identification and proof of residence.

All documentation should be submitted via email to [chicago@ice.it](mailto:chicago@ice.it) specifying in the subject line "Accountant Position" - **by November 2, 2018**. The interviews of the selected candidates will take place in the days immediately to follow.



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### ***The Italian Trade Agency***

*ITA - Italian Trade Agency is the Italian governmental agency that supports the business development of Italian 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 Chicago office specializes in machinery, major food retailers 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>.*