



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** (temporary, 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.

ASSISTANT TRADE ANALYST – LONDON

The Role:

ITA is looking for an Assistant Trade Analyst to work within **Brexit Help Desk** in the London Office. The Assistant Trade Analyst will assist Italian exporters companies and UK importers on issues related to BREXIT implementation.

Key Responsibilities:

1. Organisation of workshops, seminars etc...
2. Assistance to Italian and British companies interested in importing / exporting on Brexit issues;
3. Assistance in general office clerical activities;
4. Assistance and excellent knowledge of computer systems;
5. Assistance in using the main online platforms used by ITA and providing assistance to trade analysts;
6. Assistance the Director of the Brexit help desk;
7. Performing other related ad-hoc duties to support the team as required.

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;

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Certificazione IT16/0545
ISO 9001 / UNI EN ISO 9001:2008





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- c) A CV is required;
- d) Proficient in English and Italian (spoken and written);
- e) They must have a National Insurance Number;
- f) They must have an active UK Bank Account;
- g) Bachelors' degree preferably in Economics, Business, Political science, or a related discipline. Master's degree preferred;
- h) Excellent knowledge of computer systems;
- i) Strong organisational skills;
- j) Prepared to learn our office software systems for general office activities;
- k) Excellent knowledge of Office tools (Excel, Word, PowerPoint, etc ...);
- l) Flexibility to work with different teams and able to work within a team and independently;
- m) General ability to create graphic, promotional and advertising material;
- n) A minimum of one year experience in a similar role - in the private and / or public sector is considered preferential;
- o) Experience of working in an international group would be beneficial;
- r) Result-oriented, resourceful, positive approach to problem-solving;
- s) Immediate or short-term availability.

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 which guarantees entry to the selective phase ONLY BY EMAIL to:
brexit@ice.it Attn. Fortunato Celi Zullo

The closing date for applications is Monday 6th May 2019.





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ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian) within 10 May 2019:

Practical and speaking test – in Italian and in English -

The day scheduled for the tests is Friday 10th May 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:

The contract will be for 6 months and it can be extended for another 6 months.

Basic salary to £ 15,000 gross for a full time position.

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.





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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,
Ferdinando Pastore
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

