

Los Angeles Office

Date 08/05/2026

Prot. n. 0097601 /26

JOB OPENING
TEMPORARY ADMINISTRATIVE ASSISTANT POSITION
ITA LOS ANGELES - VIA STAFFING AGENCY

1. The Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investments 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.

The ITA Los Angeles office specializes in the promotion of high tech, environmental 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.

2. Job Description

The Italian Trade Agency (ITA) - Los Angeles Office is seeking **n. 1 full time Administrative Assistant**.

The ideal candidate shall support ITA Los Angeles Office with the following secretarial and administrative tasks:

- Typing, registering and answering correspondence, keeping files, data entry and operating electronic office equipment (such as personal computer, photocopies, telephone and others), documents' filing;
- Assisting with all administrative activities of the office;
- Schedule the activities as Assistant to the Trade Commissioner;
- Acts as an interpreter/translator, when required.

3. Mandatory Requirements

- Permanent residency (US Citizen, Green Card holders or legally authorized to work in the US).
- High School Diploma or associate degree or bachelor's degree;
- Fluent in English and in Italian (spoken and written).
- Proficiency in Microsoft Office (Word, Excel, Power Point), in addition to internet, email, google suite and database software.

The Italian Trade Agency will not sponsor any applicants. Candidates lacking even one of the above-listed requirements will not be selected for an interview.

4. Preferential requirements

- A minimum of 2 years of experience in a similar position;
- Skillful use of social media accounts for professional purposes and/or working with CRM software;
- Excellent interpersonal and communication skills and multitasking attitude.
- 1 or more qualified references from prior employers.
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5. Work Location and Hours

In person at ITA – Los Angeles Office – 12424 Wilshire Blvd., Los Angeles CA 90025.

Full-time – 35 hours per week from 7.30/9 a.m. to 3.30/5 p.m. Mon-Fry including 1 hour lunch break (unpaid).

6. Compensation

Monthly compensation will be commensurate with experience and qualifications, according to the following range: \$30-34 per hour (gross of taxes and any other dues).

No Health insurance coverage will be offered.

7. Duration

2 (two) months extendable under available funds and evaluation of performance.

Estimated starting date September 1st.

8. Application Process

Interested candidates **must**:

- **Submit the following documentation ONLY BY EMAIL**, to losangeleshrrec@ice.it, specifying in the subject line: **Temporary Administrative Assistant Position at ITA Los Angeles**:

Resume, including specification of possession of a valid U.S. passport, Permanent Resident Card (Green Card), or other authorization to work in the United States.

9. Selection procedure

ITA Agency – Los Angeles 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 application process involves curriculum evaluation and interview to assess the requirements of education, skills, technical qualifications, and experience required for the position.

The successful candidates will be employed directly by ITA Los Angeles' Staffing Agency.

Please note that this selection could be suspended and/or cancelled at any moment and for any reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

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 opportunities, based on performance and competencies.

Privacy Notice for Job Applicants USA

ICE – Agency for the Promotion and the Internationalization of Italian companies (from now on: ITA or Italian Trade Agency) that in this specific case, operates through its branch of ITA LOS ANGELES OFFICE, 12424 Wilshire Blvd, suite 1400, Los Angeles CA 90025 - email: losangeles@ice.it) is the data controller of the personal data that we collect from you as part of the recruitment process. This means that we are responsible for deciding how we hold and use personal information about you.

We are committed to protecting your privacy and complying with the General Data Protection Regulation (GDPR). This privacy notice explains how we collect, use, share and protect your personal data during the recruitment process.