

Londra

Official Registry
Tipo documento OUT Numero protocollo 0106295/21
Data protocollo
24/09/2021

***** JOB ANNOUNCEMENT *****

ICE / ITALIAN TRADE AGENCY - LONDON OFFICE is currently recruiting for an TRADE ANALYST - MARKETING qualification - M2 (Permanent-full-time) in the Consumer Goods sector.

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.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

M2 TRADE ANALYST – MARKETING ROLE

The role:

ITA is looking for a Trade Analyst to work within the London Office. The Trade Analyst will assist with the promotion and internationalisation of Italian Companies in the United Kingdom and Ireland for the sector of CONSUMER GOODS , specifically for the following sectors: Textiles, clothing, leather clothing , fashion accessories, furniture, furnishing articles, lighting, franchising, jewellery, eyewear, cosmetics, hairdressing equipment, footwear, leather goods,

leather, construction, household appliances, housewares, gift items, art, stationery, promotional items, toys, publishing , sporting goods, musical instruments.

Key Responsibilities:

1. Assistance to Italian companies interested in exporting ;
2. Assistance to British companies interested in exporting to Italy;
3. Support for internationalisation;
4. Dealing with suppliers and companies in a professional manner by order of priority, both on the telephone and e-mail;
5. Maintaining a high level of satisfaction with the quality perceived by customers;
6. Giving general information;
7. Organisation of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2CO, webinars;
8. Dealing with the participation of Italian companies through event/ fairs/ trade exhibition in the United Kingdom and Ireland;
9. Analysis of business opportunities, both in the United Kingdom and in Ireland, for Italian companies;
10. Assistance in the organisation of trade missions to and from the United Kingdom or from Ireland and Italy i.e. booking airline tickets, hotels, etc;
11. Creation of customised packages of services (paid / or free of charge) to help Italian companies to import and to export;;
12. General knowledge of the various phases and types of assignment and execution of contract, procedures based on EU Directives on Public Procurement;;
13. Budgeting the individual promotional initiatives (exhibitions, fairs, seminars, workshops, etc ...);
14. Definition of the project, definition of all resources necessary for the realisation of the event;
15. Dealing with the exhibition organisers for the spaces, activation of all agreements necessary to organise the Italian pavilion, dealing with all suppliers;
16. Management of promotional campaigns through the use of different communication channels (for example advertising, creation of content for websites, social media, etc.);
17. Management of the paid and free of charge services
18. Administration of all documentation regarding the different initiatives through ITA specific software;
19. Increase the network of stakeholders including potential partners, investors, local associations, government agencies and bodies, through the participation to international exhibitions, seminars, workshops, and networking events;

20. Assistance in general office clerical activities and to be able to have regular contact with our Head Office in Rome regarding general office activities;
21. Performing other related ad-hoc tasks to support the team as required.
22. Budgeting each promotional initiatives for the entire year for both United Kingdom and Ireland;
23. Be responsible of making reports (market researches, statistics, etc.);
24. Assistance in using the main online platforms used by ITA;
25. Management of the supplier register.

Requirements to GUARANTEE and CLARIFY at the time of application:

1. Applicants must be eligible to work in the U.K., the applicant must be a UK tax resident;
2. The applicant must be able to show any current and valid passport or ID;
3. Substitutive declaration with which the candidate declares to be in possession of which citizenships and to be tax resident in the United Kingdom;
4. A CV is required and proof of the required qualification;
5. Bachelors' degree preferably in Economics, Business, Political science, or a related discipline. Master's degree preferred;
6. *They must provide a CRB (Criminal Records Bureau) certificate processed by the Disclosure and Barring Service (DBS);
7. *If he/she is Italian citizen or have any other citizenship they must provide corresponding certifications relating to the absence of any criminal sentences as well as pending charges (issued by the Judicial Register and of the Pending Loads);
8. Proficient in English and Italian (spoken and written);
9. They must have a National Insurance Number;
10. They must have an active UK Bank Account;
11. Strong organisational and communication skills
12. Excellent knowledge of Office tools (Excel, Word, Power Point etc ...);
13. Good timing management through planning skills;
14. General knowledge of the procedures for assigning and executing contracts concerning works, services and supplies based on the EU Directives on Public Procurement;
15. A minimum of 3 year of experience in a similar role - in the private and / or public sector;
16. Previous experience in an international environment is considered favorably;
17. Experience in managing and coordinating a team, the ability to work both individually and within a team;
18. Knowledge of the Consumer Goods Sector, having already proven experience in these sectors is considered a must;

19. Result-oriented, resourceful, approach to problem-solving, attention to the details;
20. Immediate or short-term availability**.

****ATTENTION****

* Concerning numbers 6/7: at the time of application it is necessary, at least, to provide a clear proof of the request for documentations

<https://www.gov.uk/request-copy-criminal-record> -
<https://certificaticasellario.giustizia.it/sac/prenotacertificato>

** please note that when the candidate is selected, ITA must request to the Embassy to issue a security clearance check that could take approximately 45 days to confirm.

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 ID, CV and Self-declaration that verifies the possession of the requirements which guarantees entry to the selective phase ONLY BY EMAIL to: londra@ice.it Attn. Giovanni Sacchi (at the time of application it is necessary, at least, to provide a clear proof of the request for documentations <https://www.gov.uk/request-copy-criminal-record> -
<https://certificaticasellario.giustizia.it/sac/prenotacertificato>)

*****THE CLOSING DATE FOR THE APPLICATIONS IS
FRIDAY 22 OF OCTOBER 2021 BY 23:59 UK TIME*****

ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian) within 25th October 2021 and we will communicate the date for the tests.

1. WRITTEN TEST
2. INTERVIEW

1. Written test: a short essay concerning the promotion of Italian projects in the United Kingdom or concerning the ways in which you would assist an Italian company, you will need also to complete a translation test from English to Italian and vice versa.

2. Speaking test: in Italian and English.

Candidates who reach a minimum overall grade of 7/10 for all the written tests will be admitted to an oral interview on the same topics as the written tests.

The candidates will be judged on a 1-10 scale for each test.*

* 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

Salary:

Basic salary to **£ 40,451.04** gross for a full-time position.

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.

Regards,
Giovanni Sacchi
ITA London Director