

JOB OPENING

The Italian Trade Commission (ITC) is seeking applicants for a FDI Specialist position, in charge of the Leads Generation Investments Desk at its Toronto Office

The FDI Specialist will work at the Italian Trade Commission (ITC)'s premises in Toronto, under the supervision of the Director of the Canadian offices (the Trade Commissioner) and the FDI Unit in Rome.

The position allows the successful candidate to enter a lively and dynamic work environment, with ample opportunities to develop a range of professional skills by training on the job and work experience.

Summary of the position - see below for details

- => Visa status - either Canadian citizen or visa already obtained; the ITC will not sponsor prospective immigrants
- => Focus - leads generation and maintenance, investments scouting, networking
- => Level - Entry, 2 years of relevant experience required
- => Education - University degree required
- => Languages - Proficiency in English; working knowledge of French and Italian desired and will add to score
- => Salary - up to 5,000.00 CAD
- => Contract duration - 1 year with 3 months' probation and the possibility of a renewal

Duties & Responsibilities

As part of the temporary contract, the main activities and responsibilities for the position shall be the following.

- Scouting of new leads and retention of existing ones
- Research investors and investments from Canada to Italy and other relevant countries to single out potential counterparts and to identify major trends, using on line databases, news releases and other sources of information
- Attend on line meetings on a regular basis with the FDI Unit in Rome to report on the progress of the work
- Manage contacts and leads through our CRM system Provide assistance to Italian companies interested in pursuing investment opportunities in Canada, including researching and communicating with potential partners via multiple channels, including emails and phone calls
- Assist Canadian companies requesting information on the Italian market
- Assist in contacting other external counterparts, including other ITC offices and service providers, and responding to their inquiries

- Design and compile slides, presentations, marketing and communication material on the sectors covered
- Take care of administrative procedures and office work related to the position
- Monitor and report on activities carried out
- Travel occasionally, mostly to locations in Canada
- Carry out other tasks related to the position and assigned by the Trade Commissioner and/or the Trade Analysts, including general office and administrative work

Requirements

Education

- University degree (preferably in Business, Law or Economics); a Master's degree will constitute an asset

Language

- Proficiency in English
- Knowledge of French and/or Italian (reading, writing, comprehension and speaking) is an asset and will add to test scores

Experience

- A minimum of two years of relevant experience
- Basic knowledge of Canada's financial markets and major investors
- Experience with overseas investments and/or investment attraction is a desirable asset

Additional skills and requirements

- Self-starter attitude, to complement on the job training provided by colleagues
- Skillful use of MS Office (particularly Excel, Word, PowerPoint), Internet search engines, email and database software, social media for marketing purposes
- Excellent organizational, interpersonal and communication skills
- Meticulous work ethic with attention to detail and client service
- Proven ability to plan, execute and report medium term work programs
- Ability to handle several external relations accounts in order to develop new opportunities
- Professional appearance and demeanour
- Experience with graphic and media software is a desirable asset

Conditions of Employment

- Applicants must be legally authorized to work in Canada, i.e. be a Canadian citizen or have Permanent Residency status in Canada. The Italian Trade Commission will not sponsor any employees directly or indirectly.

Salary and Compensation

The position is temporary and full-time, i.e. 35 hours a week in presence, at ITC's office in Toronto.

Salary and compensation will be commensurate with experience and up to \$5,000.00 cad per month, with an end of contract bonus of up to a month's salary per year worked, depending on performance. 15 days of vacation, 15 paid sick days and mandatory EI contributions will be included. No private health insurance is being offered.

The first employment term is 12 months, with a three months' probationary period. The ITC might renew the contract or not, depending on performance and availability of funds. This assignment does not constitute a basis for an open ended hire and is project based.

Application Requirements

To be considered for an interview, applicants must submit the following documents.

- An up to date resumé (required)
- A signed cover letter explaining the candidate's suitability for the position and how he meets all required qualifications (optional)
- The attached questionnaire, duly filled out (required). Please note that when using hiring platforms to submit one's application, answers can be provided directly within the platform's application form, in which case it is not necessary to return the questionnaire

Prior to finalizing the hiring process, the successful applicant will have to submit or show the following documents.

- A copy of the degree diploma
- Copies of documentation proving
 - o citizenships (for each possessed)
 - o fiscal residency in Canada
 - o eligibility to work in Canada (a Permanent residence for non-Canadian citizens or proof of Canadian citizenship)
 - o clean Canadian criminal record certificate
 - o in case of other citizenship(s), a clean criminal record certificate issued by the competent authorities of each country of citizenship
- A copy of a valid photo ID

All of the above documents will be part of the official record of the hiring procedures.

Application Submission

Applications will need to be submitted in attachment to an e-mail to: toronto@ice.it with the job description "FDI Specialist - Leads Generation Investments Desk" included in the subject field, or through the online application submission services of the job search databases where this notice appears and received by the ITC by **October 4, 2022**.

Selection Procedure

Only candidates who meet the requirements will be invited to move forward in the selection process. The selected candidates will be convened for a written test to be held on **October 6, 2022** at a location in Toronto, to be communicated by email at a later date and consisting of tests about the use of office productivity software, translations and composition exercises.

Shortly thereafter, candidates who have reached a score of at least 60% of the points assigned to the written test by the selecting committee will be invited for an interview, via videoconference or in person, at the ITC's premises in Toronto, located at 480 University Avenue, Suite 800, Toronto, ON, M5G 1V2, lasting about 60'. The Italian Trade Commission does not reimburse any travel or relocation costs related to this selection process and the subsequent assignment.

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

Personal Data Treatment and Confidentiality

The information applicants provide is viewed by staff responsible for the recruitment process only. Such information will be treated as confidential and only authorized persons involved in the recruiting process will be able to access data strictly for recruitment purposes. All personal data will be retained for a maximum period of 10 years from the last contact with the candidate. Candidates have a right of access, of rectification or of deletion of their personal data.

Applicants acknowledge and agree that the information may be accessed by persons involved in the recruiting process and that they might have provided some sensitive information in accordance with local laws. All information collected may be subjected to digital processing.

About The Italian Trade Commission

ITC - Italian Trade Commission is the 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, ITC 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. In addition to its headquarters in Rome, ITC operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses.

More information is available at www.machinesitalia.org, www.ice.it and at www.ice.it/en/markets/canada. All ITC's staff is bound by the Code of conduct published in the *Amministrazione trasparente* section of the main web portal.

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ITC 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. Provided every requirement of education, skill, technical qualifications and experience is 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.
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Toronto, September 6, 2022

Questionnaire - to be mandatorily returned with the application, by the deadline, unless filled out online, if applying via a platform where the questions below are found

- * Do you hold a Permanent residence status or Canadian Citizenship? YES ___ NO___
- * Do you speak Italian? YES ___ NO___
- * Do you speak English? YES ___ NO___
- * Do you speak French? YES ___ NO___
- * How many years of relevant work experience do you have? YEARS ____
- * Can you come to work on a daily basis at our premises in downtown Toronto, Ontario? YES ___ NO___
- * Do you hold a Bachelor's Degree in Business, Law or Economics? YES ___ NO___