

## **JOB OPENING**

### **The Italian Trade Commission (ITC) is seeking applicants for the temporary position of Assistant Marketing Officer**

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The role of the Assistant Marketing Officer (AMO) will be to support the Trade Analysts in the wine sector for a series of initiatives such as the upcoming e-commerce promotional campaigns with SAQ (Société des alcools du Québec) and LCBO (Liquor Control Board of Ontario) and to help preparing other promotional programs and direct assistance services.

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**

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- > Visa status - either Canadian citizen or visa already obtained; the ITC will not sponsor any employees directly or indirectly.
- > Focus - leads generation and maintenance, investments scouting, networking
- > Level - Entry, 2 years of relevant experience in a similar role
- > Education - Bachelor's Degree (preferably in a relevant discipline, such as Marketing, Business Administration, Public Policy, Communication (non exhaustive list)
- > Languages - Proficiency in English and Italian (reading, writing and speaking). Proficiency in French will be considered an asset
- > The position is temporary and full-time, i.e. 35 hours a week in presence, as allowed by the circumstances, at ITC's office in Toronto, Canada.
- > Salary and compensation will be commensurate with experience and up to 4,200 cad per month, with an end of contract bonus of up to a month's salary per year worked, depending on performance.
- > Contract duration - An initial temporary contract will last for six months with the option of a renewal for six more months.

#### **Duties & Responsibilities**

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As part of the temporary contract, the activities and responsibilities for the position, under the direction of ITC, shall include the following.

- General office and administrative work involved in the organization of promotional activities and events, including the preparation of documents and contracts
- Market analysis and data search
- Communication with third parties
- Creation of content and dissemination through social media or websites
- Preparation of interim and final reports
- Updating and improving the database of Canadian companies active in wine trading
- Provision of marketing support services to companies
- Any other activity related to the purpose of the position, assigned by the Director, the Trade Analysts in charge of the sector or other senior staff.

#### **Requirements**

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##### **Education**

- Bachelor's Degree (preferably but not exclusively in a relevant discipline, such as Marketing, Business Administration, Public Policy, Communication)

##### **Language**

- Proficiency in English
- Proficiency in Italian

- Knowledge of French (reading, writing, comprehension and speaking) is an asset and will add to test scores

### **Experience**

- A minimum of 2 years' experience in a similar role

### **Additional skills and requirements**

- Proficiency in MS office, (particularly Word, Excel, PowerPoint), Internet, Email Google Suite and social media
- Ability to manage time, plan, prioritize tasks and meet tight deadlines
- Ability to work in a fast-paced environment, leveraging on teamwork and collaboration
- Excellent organizational, interpersonal and communication skills (written and oral)
- Meticulous work ethic with attention to detail
- Adaptability, initiative and flexibility
- Professional appearance and demeanor.

### **Conditions of Employment**

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- 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**

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The position is temporary and full-time, i.e. 35 hours a week in presence, as allowed by the circumstances, at ITC's office in Toronto, Canada. Salary and compensation will be commensurate with experience and up to 4,200 cad per month, with an end of contract bonus of up to a month's salary per year worked, depending on performance.

An initial temporary contract will last for six months, with the option of a renewal for six more months, depending on performance and availability of funds. This assignment does not constitute a basis for an open ended hire and is project based, nor does it offer private health insurance.

### **Application Requirements**

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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 the candidate 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**

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All application requirements must be submitted via email to: [toronto@ice.it](mailto:toronto@ice.it) or through the online application submission services where this notice appears. If sent via e-mail, the application will need to be submitted as an attachment with the job description "Assistant Marketing Officer

Position" included in the subject field and will need to include the answers to the questions found at the end of this document. The deadline for receiving application at ITC's offices is **May 23, 2024**

### **Selection Procedure**

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**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 exam to be held on **May 27, 2024** 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 reach 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 75'. 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**

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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](http://www.machinesitalia.org), [www.ice.it](http://www.ice.it) and at [www.ice.it/en/markets/canada](http://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, May 8, 2024

**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? YES \_\_\_ NO\_\_\_