

Los Angeles Office

Date 04/16/2026
Prot. n. 0047940/26

**JOB OPENING
TEMPORARY JUNIOR TRADE ANALYST POSITIONS ITA LOS ANGELES
VIA STAFFING AGENCY**

The Italian Trade Agency - Los Angeles office - is seeking candidates to cover **TEMPORARY JUNIOR TRADE ANALYST** for the implementation of our promotional program.

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 ideal candidate shall support the following promotional activities of ITA Los Angeles Office, according to the following tasks:

- Assist in the organization of all the activities and events related to the promotion of the made in Italy in the USA market, such as trade shows, pavilions, conferences, business trips and advertisement campaigns.
- Assist in the preparation of market analysis and research projects for various industries, such as data collection and processing, report editing, drafting PPT presentation and client surveys on behalf of Italian companies.
- Researching, gathering, and analyzing market activities and preparation and updating of US marketing databases.
- Support in providing basic and customized services for Italian companies interested in entering the US market, as well as to US companies interested in the Italian market.
- Support the preparation of news and social media communication on a regular basis and support media campaigns.



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- Administrative assistance in daily activities such as request of quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.).
- Travelling domestically within the US and internationally.
- All other tasks assigned by the Trade Commissioner.

3. Mandatory Requirements

- Bachelor's or associate degree in Economics, Business Administration, Marketing, International Relations and/or Law.
- US citizenship or Permanent residency (holders of US passport or green card or legally authorized to work in the US).
- Resident in US.
- Fluent in English and Italian (reading, writing, and speaking).
- Proficiency in MS office (Word, Excel, Power Point), in addition to internet, email, google suite.

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. Additional skills and qualifications

- Excellent knowledge of social media and marketplaces
- Excellent organizational, interpersonal, and communication skills
- Multitasking ability
- Qualified references from prior employees

5. Work Location and Hours

All positions are only 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: \$36-38 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.

8. Application Process

Interested candidates **must**:

- 1. Submit the following documentation ONLY BY EMAIL,** to losangeleshrrrec@ice.it, specifying in the subject line: **Temporary Junior Trade Analyst Position at ITA Los Angeles:**

- a) 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.





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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.

