



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

ITALIAN TRADE AGENCY – MIAMI OFFICE

OPEN TEMPORARY POSITION

PROJECT ASSISTANT MARKETING OFFICER

COMPANY OVERVIEW

The Italian Trade Agency (ITA) is the Italian government organization responsible for the promotion and internalization 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 Rome headquarters, ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian Embassies and Consulates and works closely with local authorities and businesses.

JOB DESCRIPTION

- Cooperate with and assist the Marketing Officers in the localization of the most important local stakeholders of the industry.
- Cooperate with and assist the Marketing Officers to facilitate relations with identified local stakeholders of the industry and to shop Italy as a partner and solution provider.
- Cooperate with and assist the assigned Marketing Officers in the writing of proposals and contracts with agencies engaged to do market resources.
- Cooperate with and assist the assigned Marketing Officers in the preparation of any pertinent information and/or material in result of the above resources.
- Input of the afore-mentioned contacts, according to the needs of the project(s).
- Assist in any other duty connected to the organization of the project(s).
- Travel internationally to help with the organization of the project(s) and to accompany the delegation related to such project(s).
- Operate electronic equipment such as computers, copiers and fax machine, and provide secretarial support and assistance as needed.

REQUIREMENTS (Please do not apply if you do not meet the following requirements):

- Languages required: English, must speak read and write fluently. Italian, preferred.
- The candidate must be able to work in the US for any employer.
- Must currently reside in the Miami area. This is a temporary position, we will not consider candidates that do not already live here.



Please apply by sending your resume via e-mail at miami@ice.it

Sincerely,

Andrea Ferrari
Italian Trade Commissioner – Miami Office