ITALIAN TRADE AGENCY

New York,

JOB OPENING
JUNIOR TRADE ANALYST POSITION (M1)

The Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment 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.

More information on the Italian Trade Agency activities in the US is available at www.ice.it.

Job description

The Italian Trade Agency (ITA) – New York Office is seeking **n. 3 full time Junior Trade Analyst (M1).**

The ideal candidate shall support the promotional activities of ITA New York Office, according to the following tasks:

- Assist in the organization of all the promotional activities and events related to the promotion of the Made in Italy in the USA market, such as trade shows, exhibitions, conferences, business trips and advertisement campaigns.

Italian Trade Commission - New York
Trade Promotion Section of the Consulate General of Italy
33 East 67th Street
New York, NY 10065-5949
T 212-980-1500 F 212-758-1050
E-mail: newyork@ice.it
www.ice.it

Certificate N. 38152/19/S
ISO 90
Member of CISQ Federation
RINA
CERTIFIED MANAGEMENT SYSTEM
ISO 9001

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- Assist in conducting market analysis, research projects for various industries, such as data collection and processing, report editing, drafting PPT presentations, reports and presentations.
- Support social media communication and digital marketing, relationships with the media and PR agencies and updating ITA website with news and information on a regular basis.
- Support in providing basic and customized services of assistance for Italian companies willing to establish and/or strengthen their business ties with US companies and vice versa.
- Identification and negotiations with potential US partners (importers, agents, suppliers, etc.) for Italian counterparts and database updating.
- Administrative assistance in daily activities such as request for quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.).

Mandatory Requirements

- Permanent residency (US Citizen or Green Card holders). **ITA does not sponsor a working Visa.**
- Bachelor's Degree or Associate Degree;
- Fluent in Italian and English (spoken and written);
- Proficiency in Microsoft Office (Word, Excel, Power Point) in addition to internet, Google Workspace (Gmail)

Candidates lacking even one of the above-listed requirements will not be considered.

Preferential requirements

- Bachelor's degree in economics, Business Administration, Marketing, International Relations and/or Law;
- Experience in working with governments or public institutions internationally and/or in USA;
- Previous experience in marketing, organization of events, communication, managing corporate social media and experience in working with CRM software;
- 1 or more qualified references from prior employers;

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- Professional understanding of social media (Instagram, LinkedIn, Twitter, Facebook) and Marketplace.

Each preferential requirement will be awarded 1 point only if supported by a document proving that the requirement is met. The documents related to preferential requirements will be evaluated only for those candidates who have successfully passed the selection test.

Work location
Italian Trade Agency
33 E 67th Street, New York, NY, 10065.

The candidate may be required to travel in the US and internationally, if necessary.

Salary and Compensation
Monthly compensation **will be $5,300.00, gross taxes and any other dues, plus a 1 monthly salary (for a total of $ 68,900.00 yearly).**

In addition, an annual performance-based bonus may be awarded, subject to individual performance and the availability of funds.

Due to the fiscal status of the Italian Trade Agency in the US, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by US laws, both at federal level and state level.

Health insurance coverage will be offered upon successful completion of the three-month probationary.

Duration
Full time job.
40 hours per week from 9 a.m. to 5 p.m. Mon-Fry includes a 1-hour lunch break.

Application Process
Interested candidates must:

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1. Fill out the **form at the following link: application form**
2. Submit **the following documents**, **ONLY BY EMAIL, to: job_app_NYC26@ice.it**

Attn. Ms. Erica Di Giovancarlo, Trade Commissioner ITA New York, specifying in the subject line "**Junior Trade Analyst":**

a) Copy of US passport or green card
b) Resume;
c) Copy of bachelor's or associate degree certificate;
d) Substitutive declaration of possession of requirements (attached), duly filled in and signed.
e) Privacy Notice.

3. In consideration of the urgency of filling the position, the **deadline** for submitting the applications is set for **November 23th, 2026, at 12:00 pm - EST.**
No application arriving beyond the deadline can be accepted.

Selection procedure

ITA will acknowledge receipt of all applications, but **only candidates who meet the above-listed mandatory requirements will be invited to move forward in the selection process.**

The selection process involves the following skill testing, which will be held starting from December 2nd , at 10:30 am.

Candidates admitted to the selection procedure will receive an invitation via email.

The selection will take place in person at the ITA Agency's Office (33 E 67th Street, New York, NY, 10065).
The candidates will be selected by a Commission of three members appointed by the Trade Commissioner of ITA New York among the permanent staff of ITA New York/Consulate General of Italy or other Italian public institutions present in the Country.

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The selection procedure will involve skill testing, as follow:

1. Written test (up to 50 points)
The test is aimed to assess relevant knowledge, language included, and strength of reasoning without using the Italian - American vocabulary.

a) Multiple choices (**minimum score 15 points - up to 20 points - 15 minutes)**
20 questions (ITA) on the following subjects: International Marketing/Economics/ITA's Activity.
The multiple choice test evaluation method is: correct answer = 1 point, wrong answer = 0 point, no answer = 0 point, more than 1 answer = 0 point.

b) Translation test (ITA/ENG) (**minimum score 20 points-up to 30 points - 30 minutes).**
The grading system awards 1 point deduction for each grammatical or syntactic error.

The test will focus on the following topics:

- general information about ITA;
- general information about import / export in the US
- MAECI Decree of 2 November 2024, n. 32 containing the amendments to the Decree of 2 November 2017, n. 192 (annex 1);
- Administration and Accounting Regulations of the Italian Trade Agency (annex 2).

The candidates must score at least 35 points to be admitted to the practical test and to the interview.

2. Information Technology Test - IT test (**up to 20 points, minimum score 15 points - 45 minutes**).
The test is aimed at assessing IT skills .(Microsoft Office (Word, Excel, Power Point) in addition to internet, google suite (Gmail).

3. Interview (up to 30 points, minimum score 20 points - 20 minutes).

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The interview - in English and in Italian - is aimed to assess technical skills, motivation, organizational skills, and strength of reasoning and the knowledge of the ITA's activity.

After testing, each candidate will be ranked on a **100 points scale.**
Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.

The list will be published on the ITA website.

The position will be offered to the eligible candidate with the **highest score** unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicant, according to a list that will remain valid for 24 months.

The recruitment is subject to a no-objection statement from the Ministry of Foreign Affairs and International Cooperation. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such an official statement, which will take approximately 45 days.

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

Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available at www.ice.it, "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application) – "Code of conduct".
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

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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 opportunity, based on performances and competencies.

Erica Di Giovancarlo
Trade Commissioner - New York Office
Executive Director for the USA

Firmato digitalmente da: Erica Di Giovancarlo
Organizzazione: ICE-AGENZIA
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