



ITALIAN TRADE AGENCY

Houston Office

JOB OPENING

ASSISTANT TRADE ANALYST POSITION – VIA STAFFING AGENCY

The Italian Trade Agency (ITA) - Houston Office is seeking **n.1 Assistant Trade Analyst, in person only, no possibility of remote work (hired through staffing agency)**

1. 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.

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.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

The **ITA Houston Office** specializes in the promotion of Made in Italy in the following sectors: Aerospace Industry, Agricultural Machinery and Equipment, Athletic Field Equipment, Construction and Earthmoving Equipment, Fitness Center Equipment, Flat Glass, Glass Working Equipment, Jewelry (Fine and Costume), Jewelry Making Machines, Mining Equipment, Oil and Gas Equipment, Pet products, Playground and Amusement Park Equipment, Professional Dry-cleaning and Laundry Equipment, Recreational Firearms, Religious and Funerary Articles, Sporting Goods, Textile Machinery, Finishing and Laundering Equipment, Toys and Games, Woodworking Equipment, Work Safety Equipment (including Safety Apparel).

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 promotional activities of ITA Houston Office, according to the following tasks:

- Market analysis, research projects, data collection and processing, reports and presentations.
- Production of events, media relations and PR Agency. Update ITA website with news and information on a regular basis.
- Implements 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
- Customer care

3. Mandatory Requirements

- Bachelor's Degree in Economics, International Relations, Business Administration, Marketing or Communication
- Proficiency in English (spoken and written).
- Proficiency in Microsoft Office (Word, Excel, Power Point).
- US Citizen or Green Card holders or US Tax Resident. **The Italian Trade Agency will not sponsor any applicants.**

4. Preferred requirements

- Proficiency in Italian (spoken and written).
- Relevant master's degree

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

5. Work location

Italian Trade Commission
777 Post Oak Blvd, Suite 320 – Houston (TX) 77056

6. Compensation

22.00 \$/h, gross of taxes and any other dues.

7. Duration

The position is 40 hours per week, hired through staffing agency and not directly with ITA

8. Application Process

Interested candidates must:

Submit **what asked below, ONLY BY EMAIL**, to: houston@ice.it

Attn. Mr Fabrizio Giustarini, specifying in the subject line **“Junior Trade Analyst Position”**:

- a) Resume.
- b) Copy of US passport or green card.
- c) For non-US passport or green card holders, copy of Visa and SSN
- d) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

Deadline: March 17th, 2023, at 5:00 pm - CST

No application arriving beyond the deadline can be accepted.

9. Selection procedure

ITA 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

10. Important Notice

This selection could be suspended and/or cancelled 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".

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