



ITALIAN TRADE AGENCY

Houston Office

## 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.

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](http://www.ice.it).

#### Job description

The Italian Trade Agency (ITA) – Houston Office is seeking **n. 1 full time Junior Trade Analyst (M1)**.

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

- Organization of promotional activities such as trade shows, exhibitions, conferences, business trips and advertising campaigns.
- Market analysis, research projects, data collection and processing, reports and presentations.
- 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.
- Implementation of 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 tasks and accounting reporting.



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### **Mandatory Requirements**

- Permanent residency (US Citizen or Green Card holders). **ITA does not sponsor a working Visa.**
- Bachelor's degree or associate.
- Excellent in Italian and English (spoken and written).
- Proficiency in Microsoft Office (Word, Excel, Power Point).

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

### **Preferential requirements**

- Bachelor's Degree or Associate Degree in Economics, International Relations, Business Administration, Marketing, Communication and/or any other relevant master's degrees.
- Experience in working with governments or public institutions internationally and/or in the USA.
- Previous experience in marketing, organization of events and communication.
- Excellent interpersonal, organizational, and communication skills.
- Professional knowledge of social media (Instagram, LinkedIn, Twitter, Facebook) and marketplaces.
- Multitasking ability.
- 1 or more qualified references from prior employer.
- Skillful use of social media accounts for professional purposes and/or working with CRM software.

### **Work location**

Italian Trade Agency  
777 Post Oak Blvd – Ste 320, Houston TX 77056

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

### **Salary and Compensation**

Monthly compensation will be \$ 4,500.00, gross taxes and any other dues, plus a 1 monthly salary (for a total of \$ 58,500.00 yearly) and a yearly bonus based on performance and 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.**



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### **Duration**

Full time job.

40 hours per week from 9 a.m. to 5 p.m. Mon-Fry including 1 hour lunch break.

### **Application Process**

Interested candidates must:

1. Fill out the [online application form](#)
2. Submit **the following documents, ONLY BY EMAIL, to: f.fusaro@ice.it**

**Attn. Mr. Filippo Fusaro**, Trade Commissioner ITA Houston, specifying in the subject line **“Junior Trade Analyst”**:

- a) Resume;
- b) Copy of Bachelor’s or Associate degree certificate;
- c) Copy of US passport or green card;
- d) Substitutive declaration of possession of requirements (Annex 1 from the web notice), duly filled in and signed;
- e) Privacy notice (Annex 2 from the web notice) dated and signed;
- f) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

3. In consideration of the urgency of filling the position, the **deadline** for submitting the applications is set for **November 15th, 2024, at 1:00 pm - CST.**

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.**

**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 (777 Post Oak Blvd – Ste 320, Houston TX 77056).

The candidates will be selected by a Commission of three members appointed by the Trade Commissioner of ITA Houston among the permanent staff of ITA Houston/Consulate General of Italy or other Italian public institutions present in the Country.

The selection procedure will take place any time from **December 2nd, 2024** and will involve skill testing, as follow:

- 1. Written test (up to 50 points – 30 minutes)**

The test is aimed to assess relevant knowledge, language included, and strength of reasoning without using the Italian – American vocabulary.

Multiple choices 30 questions in Italian language on the following subjects: International Marketing/Economics/ITA's activity, MAECI Decree of 17 January 2024, n. 32, Italian language.

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

### **2. Practical test (up to 20 points - 15 minutes)**

The test is aimed at assessing IT skills.

### **3. Interview (up to 30 points - 20 minutes)**

The interview - in English and in Italian - is aimed to assess technical skills, motivation, organizational skills, strength of reasoning and knowledge of the ITA's activity ([www.ice.it](http://www.ice.it)).

The test will focus on the following topics:

- General information about ITA to be found on [www.ice.it](http://www.ice.it);
- Marketing and international economics;
- MAECI Decree of 17 January 2024, n. 32 containing the amendments to the Decree of 2 November 2017, n. 192 (annex 3);

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 Italian Embassy in the USA. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such an official statement, which will take 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.**



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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](http://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 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.

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Filippo Fusaro  
Trade Commissioner - Houston Office