



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

Trade Promotion Section of the Consulate General of Italy

New York Office

## **JOB OPENING**

### **JUNIOR FASHION MARKET ANALYST**

#### **Job description**

The New York office of the Italian Trade Agency (ITA) is seeking a full-time Junior Fashion Analyst.

The ideal candidate should have the following qualifications:

- A degree in International Relations, Business Administration, Marketing or Communication
- Experience in working in a government environment with international perspective
- Understanding of the fashion retail products distribution channels in the USA

#### **Duties**

The candidate must:

- Cooperate in planning and taking part in promotional activities, such as trade shows, exhibitions, conferences, retail partnerships and advertisement campaigns
- Cooperate in conducting market analysis and research projects of the fashion industries, namely in data collection and processing, report editing, drafting .ppt ad presentations
- Assist in maintaining relationships with the media and PR agencies
- Assist the Head of the Fashion & Beauty Division in providing information to Italian companies interested in entering the US market, as well as US companies interested in Italian products/ companies/ investments
- Assist the Head of the Fashion & Beauty Division in negotiations with suppliers and vendors
- Cooperate in supervising social media communication
- He/She will be also required to perform some administrative tasks, as well as communication tasks and regular reporting process to the Fashion & Beauty Division related of the project's activities
- The candidate may be required to travel in the US and internationally.

#### **Work location**

Italian Trade Commission, New York Office  
33 East 67<sup>th</sup> Street – New York City, NY 10065

#### **Requirements**

- A minimum of 2 years of experience in event planning/organizing for government institutions in US and/or internationally
- Bachelor's Degree and/or MBA in International Relations, Business Administration, Marketing and/or Communication
- US citizens or green card holders;
- Fluent in English;
- Proficiency in Microsoft Office (PowerPoint, Word, Excel).



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

Trade Promotion Section of the Consulate General of Italy

New York Office

## **ITA does not sponsor a working visa**

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

Moreover, preference will be given to candidates with the additional skills and qualifications:

- Further previous experience working for/with governments or public institutions internationally and/or in the USA
- Previous experience in the fashion sector, with specific reference to imported goods from Italy
- Proven knowledge and understanding of the fashion industry and retail products distribution channels (on premise and off premise)
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, etc.
- Proven ability to work with technical subject matter and adapt to a variety of audiences (private, trade or institutional);
- Knowledge of Italian language
- Knowledge of 1 or more foreign languages
- Excellent interpersonal and communicational skills
- 1 or more qualified references from prior employers

## **Salary and Compensation**

Compensation will be **\$44,200 yearly**.

Due to the fiscal status of 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.

## **Italian Trade Agency**

The Italian Trade Agency (“ITA”) is a governmental entity with diplomatic status which promotes the internationalization of the 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 headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

---

---

*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.*

---

---



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

Trade Promotion Section of the Consulate General of Italy

New York Office

## **Application Process**

### **Documents submission:**

1. Interested candidates **must submit their resume, ONLY BY EMAIL, to: [p.guida@ice.it](mailto:p.guida@ice.it) Attn. Paola Guida** specifying in the subject line: **“Junior Fashion Market Analyst Position”** along with the following documents:
  - copy of bachelor’s degree certificate;
  - copy of US passport or green card;
  - any other document useful to assess previous experience or qualifications (ex. Writing samples)
2. Fill out the [Online registration form](#)

**Deadline: November 18th, 2020 at 1:00 pm (EST).**

### **Selection procedure**

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by November 24th, 2020 to move forward in the selection process.** Please note that the selection process includes the passing of a written test:

1. **In person Written test** in English on the following subjects: International Marketing and Communication (**December 1<sup>st</sup>, 2020**)  
The candidates may score **up to 50 points** and must score **at least 35 points** to be admitted to the Practical test.  
The written test is aimed to ascertain relevant knowledge of International Marketing and Communication and assess the candidate strength of reasoning.
2. **Online Practical test and Interview in English (December 8<sup>th</sup>, 2020).**  
The practical test is aimed to ascertain IT skills (**up to 15 points**). The interview, conducted in English, will focus on skills, qualifications, motivation and strength of reasoning (up to 35 points).

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 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 applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA website.

### **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 any obligation and/or expectation or reliance on the part of eligible candidates.**