

JOB ANNOUNCEMENT

TEMPORARY MARKETING ASSISTANT ITALIAN TRADE AGENCY, MIAMI OFFICE 2019 COVERINGS TRADE SHOW

The Italian Trade Agency

The Italian Trade Agency (“ITA”) is a governmental entity with diplomatic status that promotes the internationalization 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 headquarters in Rome, ITA operates worldwide through a large network of Trade Agency 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.

Job Description

ITA Miami office is currently seeking a Marketing Assistant for a period of 1 to 4 months to work on the 2019 Coverings Tradeshow.

Responsibilities

- Assist the Market Analysts in the localization of the most important local stakeholders of the industry.
- Assist the Market Analysts to facilitate relations with identified local stakeholders of the industry and to shop Italian companies as partners and solution providers.
- Assist the Market Analysts in the writing of proposals and contracts with agencies engaged to do market resources.
- Assist the Market Analysts 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).
- Operate electronic equipment such as computers, copiers and fax machine, and provide secretarial support and assistance as needed.

Requirements

- Bachelor's Degree or above;
- Must be able to work in the US for any employer (ITA does not sponsor ANY working visas);
- Must be proficient in English and Italian languages;
- Must be proficient in Microsoft Office;
- Must reside in the Miami area (as this is a temporary position, candidates looking to relocate will not be considered);
- Must be able to travel internationally.

Candidates who don't meet the above-mentioned requirements will not be considered.

Instructions for Candidature Submission

1. Fill out the attached Job Application
2. Send your application and resume by e-mail to: miami@ice.it

Deadline: December 27, 2019 at 5:00 pm (EST).

ONLY those candidates who meet the above-listed requirements will be contacted for an interview.

Important Notice

This selection could be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in New York at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

Best regards,



Andrea Ferrari
Italian Trade Commissioner



ITALIAN TRADE AGENCY

Job Application (Miami Office)

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for ITA? YES NO If yes, when?
Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: _____ Phone: _____
Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
I understand that false or misleading information in my application or interview may result in the immediate termination of my relationship with the Italian Trade Agency.*

Signature: _____ Date: _____