ITALIAN TRADE AGENCY

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JOB OPENING
E-COMMERCE DESK MARKET ANALYST POSITION

The Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency with immunity status that supports the business development of our companies abroad and promotes the attraction of foreign investment in Italy, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation of Italy and the Ministry of Economic Development of 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 through a large network of Trade Agencies Offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses.

The **ITA Miami Office** specializes in the promotion of Made in Italy in the following sectors: Architecture, Interior Design, Boating, Construction, Ho.Re.Ca, Ceramic Tiles, Furniture and Furnishings, Houseware and Household appliances and Marble and Granite.

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

Job description

The position, operating through a dedicated Trade Analyst based at the ITA (Italian Trade Agency) Office in Miami, will carry out the following activities:

- Establish and maintain ongoing, trusted relationships with the various institutions promoting the projects.
- Provide targeted assistance to Italian companies regarding business opportunities and partner identification.
- Support the implementation of initiatives aimed at encouraging the participation of Italian companies in projects in the United States.
- Assist in the organization of seminars and information sessions to present available business opportunities.
- Support the organization of trade missions for Italian companies to the United States, with the objective of meeting representatives of the companies and institutions responsible for the projects and, where possible, visiting the relevant project sites, as well as organizing inbound missions to Italy for U.S. professionals interested in meeting potential Italian partners and investors.
- Organize promotional activities, including trade fairs, conferences, business missions, advertising campaigns, seminars, workshops, and networking events.

- Conduct market analyses, research projects, data collection and processing, and prepare reports and presentations.
- Identify potential U.S. business partners (importers, agents, distributors, suppliers, etc.) for Italian companies and maintain and update the relevant database.
- Develop and strengthen relationships with local authorities, business organizations, entrepreneurs, and industry professionals.
- Provide assistance to Italian companies seeking to establish and/or expand commercial relationships with U.S. companies, and vice versa.
- Draft content for media relations and coordinate with the PR agency.
- Regularly update the ITA Miami website with news and relevant information, as well as manage social media communications.
- Manage project implementation, including planning, budget monitoring and control, administrative activities, and financial reporting.

Mandatory Requirements

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

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

Preferential requirements a plus

- Experience in working with governments or public institutions internationally and/or in USA
- Excellent organizational, interpersonal and communication skills
- Professional understanding of social media (Instagram, Linkedin, Twitter, Facebook) and Marketplaces
- Project management and multitasking ability
- 1 or more qualified references from prior employers

Work location and hours

Italian Trade Commission: 1 SE 3rd Avenue Ste. 1640 Miami, FL 33131
Full-time 40 hours per week from 9 am to 5 pm Mon-Fri, including 1 hour (1 – 2 PM) lunch break

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

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Salary and Compensation

Monthly compensation **will be $ 6,250.00, gross of taxes and any other dues, for a total of $ 31,250.00 and a bonus based on performance and availability of funds.**

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 NOT be offered.

Duration

5 months (renewable upon budget availability), from January 11, 2027, to June 11, 2027

Application Process

Interested candidates must:

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

Attn. Mr. Marco Verna, specifying in the subject line ECOMMERCE DESK MARKET ANALYST POSITION

a) Cover Letter + Resume
b) Copy of bachelor's degree certificate and Master (if any).
c) Copy of US passport or green card
d) Copy of ID and Driver license
e) Substitutive declaration of possession of requirements (attached), duly filled in and signed.
f) Any other document useful to assess previous experience or qualifications (ex. Writing sample of previous jobs).

Deadline: November 27th, 2026, at 1:00 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 requirements will be invited to move forward in the selection process.**

The selection process involves the following skill testing, which will be held on December 4th, at 10:00 am

Please note that the application process involves skill testing, as follows:

1. **Written test** in English and in Italian, aimed at assessing relevant knowledge, language included (up to 40 points). The candidates must score at least 35 points to be admitted to the Practical test and to the interview.

2. **Interview,** in English and in Italian, focused on relevant knowledge, motivation, and evaluation of organizational and communication skills (up to 60 points).

The candidate will have to demonstrate excellent interpersonal and communication skills, meticulous work ethic and attention to details, proactive result-oriented approach, project management and multitasking, and ability to work in a team.

Candidates admitted to testing will receive an invitation via email.

Please note that:

- The selection will take place in person at the ITA Agency's Office (1 SE 3rd Avenue Ste. 1640, Miami, FL 33131.
- If, for any reason, should not be possible to take the tests in person, the selection procedure will be carried out online. In this case, all candidates will be notified in advance.

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 ranking that will remain valid for a 36 months.

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.

The recruitment is subject to a no-objection statement from the Italian Embassy in USA. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement, that will take 45 days.

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 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.

Firmato da Marco Verna
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SELF-DECLARATION OF COMPLIANCE WITH THE REQUIRED ELIGIBILITY CRITERIA

Full Name:	[……]
Date and Place of Birth:	[……]
Jod Title:	**DESIGN & FURNITURE DESK MARKET ANALYST POSITION**

Current Adress:	[……]
Phone: E-mail:	[……] [……]

Passport/ID:	[……]

IL CANDIDATO DICHIARA DI:

Be a U.S. citizen or a lawful permanent resident (Green Card holder)	[ ] Yes [ ] No
Be a tax resident of the United States.	[ ] Yes [ ] No
Have no criminal convictions and no pending criminal charges or proceedings.	[ ] Yes [ ] No

The undersigned hereby formally declares that the information provided above is true and accurate and acknowledges that any false statement may result in legal consequences, including criminal penalties, under both Italian law and the applicable local laws.
The undersigned hereby authorizes the Italian Trade Agency (ITA) to conduct a background check for the purpose of verifying compliance with the required eligibility criteria and the truthfulness of the declarations made.
The undersigned further undertakes to provide supporting documentation confirming the above declarations if selected as the successful candidate upon completion of the selection process.
Such documentation must be submitted to the ITA Miami Office within 30 days from the date on which the results of the selection process are communicated.

Date and Signature

ITALIAN TRADE AGENCY

PRIVACY NOTICE FOR JOB APPLICANTS USA

ICE – Agency for the Promotion and the Internationalization of Italian companies (from now on: ITA or Italian Trade Agency) that in this specific case, operates through its branch of ITA Miami Office (1 SE 3rd Avenue Ste. 1640 Miami, FL 33131 - email: miami@ice.it) is the data controller of the personal data that we collect from you as part of the recruitment process. This means that we are responsible for deciding how we hold and use personal information about you.
We are committed to protecting your privacy and complying with the General Data Protection Regulation (GDPR). This privacy notice explains how we collect, use, share and protect our personal data during the recruitment process.

What personal data do we collect and why?

We collect various types of personal data from you as part of the recruitment process, such as:

- Your name, contact details, date of birth, gender, nationality, immigration status, and any other information that you provide in your resume, cover letter, or application form;
- Your education, qualifications, skills, experience, achievements, and any other information that you provide in your resume, cover letter, or application form;
- Your references, feedback from previous employers, and any other information that you provide or authorize us to obtain from third parties;
- Your results from any online assessments (e.g. personality tests, cognitive ability tests) or video interviews that we may ask you to complete as part of the recruitment process;
- Any information that you provide during interviews or other interactions with us;
- Any information that we obtain from publicly available sources, such as professional social networks, job boards, or other websites;
- Any information that we collect from background checks or verification services that we may use to verify your identity, education, employment history, criminal record, credit history, or other information;
- Any information that we collect from biometric identifiers or behavioral biometrics that we may use to verify your identity or for security purposes. This may include fingerprints, voiceprints, facial geometry, keystroke dynamics, or other biometric data.

We collect and use your personal data for the following purposes:

- To assess your suitability for the position that you applied for or any other position that we may consider you for;
- To communicate with you about the recruitment process and your application status;
- To conduct background checks and verification services as permitted by law and as necessary for the position that you applied for or any other position that we may consider you for;
- To comply with our legal obligations, such as verifying your right to work in the Unites State of America or reporting to tax authorities;
- To protect our legitimate interests, such as ensuring the security of our systems and premises, preventing fraud or misconduct, defending or asserting legal claims, or conducting audits;
- To comply with your requests or consent, such as contacting your references or providing you with reasonable accommodation.

We will only collect and use your personal data for the purposes that we have disclosed to you. If we need to use your personal data for a different purpose, we will notify you and explain the legal basis for doing so.

We will only collect and use your personal data to the extent that it is necessary for the purposes that we have disclosed to you. We will not collect or use more personal data than we need.

We will only collect and use your personal data if we have a valid legal basis for doing so. The legal bases that we rely on are:

- Your consent. You have the right to withdraw your consent at any time by contacting us at miami@ice.it;
- Our legitimate interests or those of a third party. We will always balance our interests against your rights and interests;
- A contract or pre-contractual measures. This applies if we enter an employment contract with you or take steps to do so at your request;
- A legal obligation. This applies if we are required by law to collect or use your personal data.

How do we protect your personal data?

We take appropriate technical and organizational measures to protect your personal data from unauthorized access, use, disclosure, alteration, or destruction. These measures include:

- Using passwords, firewalls, antivirus software, and other security tools to protect our systems and networks;
- Limiting access to your personal data to those who need it for the purposes that we have disclosed to you;
- Training our staff in confidentiality policies and procedures;
- Conducting regular technical reviews of our data protection practices and systems.

How long do we keep your personal data?

We will only keep your personal data for as long as necessary for the purposes that we have disclosed to you. The retention period will depend on various factors, such as:

- The nature and type of personal data;
- The purpose and outcome of the recruitment process;
- Our legal obligations and rights;
- Our legitimate interests.

We will delete or anonymize your personal data when it is no longer needed for the purposes that we have disclosed to you. If we are unable to delete or anonymize your personal data due to technical or legal reasons, we will securely store it and isolate it from any further processing until deletion or anonymization is possible.

Typically, in the context of job applications, data is retained for a minimum of 5 years from the conclusion of the contractual relationship, whether due to project completion or any other termination reason, including termination for default. This timeframe can be extended in the event of a judicial proceeding or as required by law.

Who do we share your personal data with?

We may share your personal data with the following categories of recipients for the purposes that we have disclosed to you:

- Our affiliates and subsidiaries, whether they are involved in the recruitment process or have a legitimate interest in your personal data;
- Our service providers, contractors, and agents, who perform services on our behalf, such as online assessment providers, video interview providers, background check providers, verification services, recruitment agencies, or IT service providers;
- Our customers, clients, or partners, if you apply for a position that involves working with them or on their behalf, or if they have a legitimate interest in your personal data;
- Our professional advisors, such as lawyers, accountants, auditors, or insurers, provide us with legal, financial, or other advice;
- Our regulators, authorities, or courts, whether we are required by law to disclose your personal data or if we need to protect our rights or interests.

We will only share your personal data with third parties who respect your privacy and comply with the applicable data protection laws. We will not sell, rent, or trade your personal data with third parties for their own purposes.

Some of the third parties that we share your personal data with may be located outside of the European Economic Area (EEA) or the State of Florida *(specify relevant countries, region or state if local regulations apply).* These countries may not have the same level of data protection as the EEA. If we transfer your personal data to these countries, we will ensure that there are adequate safeguards in place to protect your personal data, such as:

- The country has been deemed to provide an adequate level of protection by the European Commission or the United State of America;
- The recipient has agreed to abide by the EU-US Privacy Shield Framework or the Swiss-US Privacy Shield Framework;
- The recipient has signed a contract with us that includes the standard contractual clauses approved by the European Commission or the United State of America;
- The recipient has adopted binding corporate rules that have been approved by the relevant data protection authorities.

You can obtain more information about the safeguards that we use to transfer your personal data outside of the EEA or State of Florida by contacting us at miami@ice.it.

What are your rights and how can you exercise them?

You have the following rights in relation to your personal data:

- The right to access. You have the right to request a copy of the personal data that we hold about you and to check that we are processing it lawfully;
- The right to rectification. You have the right to request that we correct any inaccurate or incomplete personal data that we hold about you;
- The right to erasure. You have the right to request that we delete or remove your personal data from our systems when there is no longer a legal basis for us to keep it;
- The right to restriction. You have the right to request that we limit the processing of your personal data in certain circumstances, such as when you contest its accuracy or object to its processing;

- The right to data portability. You have the right to request that we transfer your personal data to another organization or to you in a structured, commonly used, and machine-readable format;
- The right to object. You have the right to object to our processing of your personal data based on our legitimate interests or those of a third party. You also have the right to object to our processing of your personal data for direct marketing purposes;
- The right not to be subject to automated decision-making. You have the right not to be subject to a decision based solely on automated processing of your personal data, including profiling, that produces legal effects or significantly affects you. We do not use automated decision-making in our recruitment process.

You can exercise these rights by contacting us at miami@ice.it. We will respond to your request within one month or as required by law. We may ask you to provide proof of your identity and verify your request before processing it.
We will not charge you any fee for exercising your rights unless your request is unfounded, repetitive, or excessive. In such cases, we may charge you a reasonable fee or refuse to comply with your request.
If you are not satisfied with how we handle your request or if you have any complaints about how we process your personal data, you can contact our Data Protection Officer at privacy@ice.it or file a complaint with the relevant data protection authority.
Alternatively, you may contact the Italian Data Protection Authority, known as the 'Garante per la Privacy,' using the following details: Italian Data Protection Authority, located at Piazza Venezia No. 11, 00187 Rome, Italy (Email: protocollo@gpdp.it, Certified Email: protocollo@pec.gpdp.it).
You may also seek recourse through the appropriate judicial authorities, either in Italy or in the State of Florida.

How can you contact us?

If you have any questions or comments about this privacy notice or how we process your personal data, you can contact us at miami@ice.it.
The Italian Trade Agency appointed a Data Protection Officer who, in the event of questions or complaints, can be contacted at the following address: ICE – Agency for the promotion and the internationalization of the Italian company Via Liszt, 21 – 00144 Roma; e-mail: privacy@ice.it.
We may update this privacy notice from time to time to reflect changes in our practices or in the applicable laws. We will notify you of any material changes by posting the updated version on our website or by other appropriate means.
This privacy notice was last updated on 27/09/2023.

Date

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Signature

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