



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

Trade Promotion Section of the Consulate General of Italy

New York Office

JOB OPENING

FASHION MARKET ANALYST

Job description

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

The ideal candidate should have the following qualifications:

- A degree in Economics, Business Administration, Marketing and/or Communication;
- Experience in the fashion trade industry in the International and US markets;
- Understanding of the fashion retail products distribution channels;
- A wide network of contacts in the American fashion industry.

Duties

The candidate must:

- Execute, coordinate and take part in promotional activities, such as trade shows, exhibitions, conferences, retail partnerships and advertisement campaigns;
- Conducting market analysis and research projects of the fashion industries, namely in data collection and processing, report editing, drafting .ppt ad presentations
- Coordinate negotiations with potential retail partners and draft related documents;
- Maintain relationships with the media and PR agencies;
- Supervise 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 ITA Rome headquarters 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 67th Street – New York City, NY 10065

Requirements

- A minimum of 3 years of experience in the Fashion sector in the US market (Experience in retail sales will not be considered);
- Bachelor's Degree in Economics, Business Administration, Marketing and/or Communication
- US citizens or green card holders;
- Resident in USA;
- Fluent in English and Italian both in oral and written;
- Proficiency in Microsoft Office (PowerPoint, Word, Excel).

All employees are required to wear a mask, practice social distancing, adhere to our COVID-19 vaccination policy, and/or sanitize work areas and common areas. The selected candidate will be



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requested to show proof of COVID-19 vaccination or have a valid religious or medical reason not to be vaccinated.

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:

- Proven knowledge and understanding of the fashion industry and retail products distribution channels (on premise and off premise);
- Understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, Tik Tok, etc.;
- Proven ability to work with technical subject matter and adapt to a variety of audiences (private, trade or institutional);
- Excellent interpersonal and communicational skills;
- 1 or more qualified references from prior employers

Salary and Compensation

Compensation will be **\$58,500 yearly**, plus a yearly bonus based on performance and availability of funds.

Full time job.

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.



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Application Process

Documents submission:

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

Deadline: July 8th, 2022 at 3:00 pm (EST).

Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by July 15th, 2022 to move forward in the selection process.** **Please note that the selection process includes the passing of a written test:**

1. **Written test** in English and Italian on the following subjects: International Marketing and Communication (**July 22nd, 2022**)
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. **Practical test and Interview in English and Italian (July 28th, 2021).**
The candidates may score **up to 50 points**. The practical test is aimed to ascertain IT skills (**up to 15 points**). The interview, conducted either in English or Italian, 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.