



New York, January 24th, 2023

JOB OPENING
JUNIOR ANALYST for FOREIGN DIRECT INVESTMENT DESK in San Francisco, CA

The Italian Trade Agency ITA

The Italian Trade Agency (“ITA”) is a government entity with immunity status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation of Italy and the Ministry for Economic Development of Italy. 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.

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.

The ITA New York Office is the Coordinating Office of the ITA network in the USA and specializes in the promotion of Made in Italy in the following sectors: Agricultural and Foodstuffs, Animals and Animal Feeds (except Household Pets), Apparel & Industrial Textiles, Apparel and Accessories, Beverages, Wines and Liquors, Cosmetics and Perfumes, Eyewear, Flowers, Plants and Seeds, Footwear and Accessories, Investments Desk, Leather Goods, Furs and Hides. More information on the Italian Trade Agency activities in the US is available at www.ice.it.

Italian Trade Commission - New York
Trade Promotion Section of the Consulate General of Italy
33 East 67th Street
New York, NY 10065-5949
T 212-980-1500 F 212-758-1050
E-mail: newyork@ice.it
www.ice.it

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015



Job description

The New York office of the Italian Trade Agency (ITA) is seeking **one Junior Analyst for a 1-year Foreign Direct Investment project, to be based in San Francisco, CA.**

Duties

The candidate will be required to perform the following duties:

- Provide support in conducting market analysis and research projects facilitating USA investments to Italy namely in data collection and processing, report editing, drafting .ppt presentations.
- Assist the Head of the Foreign Direct Investment Division and the FDI Desks in the USA in providing basic 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 Foreign Direct Investment Division and the FDI Desks in the USA by scouting and screening potential investors, communicating with them and organizing preliminary meetings and assisting in the investment process.
- Support the Head of the Foreign Direct Investment Division and the FDI Desks in the USA by providing detailed and updated reports on the investment market in the US.
- Support the Head of the Foreign Direct Investment Division and the FDI Desks in the USA in elaborating and implementing a marketing and communication strategy in the US market for promoting foreign investments, including collaborating on the organization of specific marketing events planned by ITA New York.
- Support the Head of the Foreign Direct Investment Division and the FDI Desks in the USA in organizing One to One meetings with US investors as well as connectors (lawyers, investment brokers, consultants, other professionals) in order to present to them the investment opportunities and legislative reforms approved by the Italian Government to support Foreign Direct Investment attraction to Italy.
- Support the Head of the Foreign Direct Investment Division and the FDI Desks in the USA in issuing a quarterly report to inform the FDI unit at ITA Headquarters in Rome, the ITA CEO and Managing Director, ITA New York and the Ministry of



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Foreign Affairs and International Cooperation of the activities performed and of the results achieved by the FDI network in the USA.

- Cooperate with the FDI Desks in the USA to regularly update the project database through biweekly reports, according to the specific instructions provided by the FDI unit at ITA Headquarters in Rome.
- Support ITA New York in drafting documents aimed at presenting ITA Strategy for promoting and attracting foreign investment in Italy.
- The candidate may be required to travel domestically and internationally.

Work location

INNOVIT, Italian Innovation and Culture Hub, 710 Sansome St, San Francisco, CA 94111

Requirements

- Bachelor's Degree in Law, Economics, Business Administration, Italian Studies, Marketing or Communication.
- US citizen or green card holders; Residency in the USA.
- Proficiency in English (spoken and written).
- Proficiency with Microsoft Office (PowerPoint, Word, Excel): a high proficiency in Excel will be a plus.

All employees must adhere to the Italian Innovation and Culture Hub Covid policy, which will be decided by the management.

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 these additional skills and qualifications:

- Multiple degrees listed in the requirements above will be considered a plus.
- Prior experience in sales and business development will be considered a plus.





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- 1 year of experience in finance, investment banking, foreign direct investment in the US would be a plus (please submit Name, contact number and email of the most recent supervisors).
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, etc. will be considered a plus.
- Experience with databases will be considered a plus.
- Proven ability to work with technical subject matter and adapt to a variety of audiences (private, or institutional).
- Excellent interpersonal and communicational skills.
- 1 or more qualified references from prior employers.
- Proficiency in Italian (spoken and written).

Salary and Compensation

Compensation will be **\$58,500.00 yearly**.

Due to the status of the Italian Trade Agency in the US, the candidate shall be fully responsible for all tax requirements under the US laws, weather at federal, state or local level.

Medical dental and vision insurance coverage will be offered, yearly bonus could be possibly awarded and 20 days of vacation per year are granted.

The selection may lead to an at will work contract of one year's duration, with a three-month trial period. The contract may be renewed at its expiration, upon exclusive decision of ITA.

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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:

Interested candidates must:

1. submit, **ONLY BY EMAIL**, to c.bertinetto@ice.it Attn. **Claudio Bertinetto** specifying in the subject line: “**Junior Analyst Foreign Direct Investment Position San Francisco**” all the following documents:
 - copy of their resume.
 - copy of unofficial transcripts.
 - copy of US passport or green card.
 - proof of USA residency.
 - a writing sample useful to assess previous experience or qualifications.

2. Fill out the [Online Registration Form](#)

Deadline: February 13th, 2022.

Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by February 15th, 2023, 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 on the following subjects: International Marketing and Communication (**February 21st, 2023**)
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 (February 23rd, 2023).**
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.

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.

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”.

Antonino Laspina
Trade Commissioner
Executive Director for the USA