



ITALIAN TRADE AGENCY

Los Angeles Office

Date 11/07/2023

Prot. n. 0125113/23

JOB OPENING JUNIOR TRADE ANALYST POSITION (M1)

The Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment in 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.

The **ITA Los Angeles Office** specializes in the promotion of Made in Italy in the following sectors: entertainment industry, high tech, environment technology and green energy, life science, chemicals and pharmaceutical products, bicycles and motorcycles, etc.

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

Job description

The Italian Trade Agency (ITA) - Los Angeles Office is seeking **n. 1 full time Junior Trade Analyst (M1)**.

The ideal candidate shall support the promotional activities of ITA Los Angeles Office, according to the following tasks:

- Organization of promotional activities such as trade shows, exhibitions, conferences, business trips and advertisement campaigns.
- Market analysis, research projects, data collection and processing, reports and presentations.
- Social media communication and digital marketing, relationships with the media and PR agencies and updating ITA website with news and information on a regular basis.
- Implementation of basic and customized services of assistance for Italian companies willing to establish and/or strengthen their business ties with US companies and vice versa.



ITALIAN TRADE AGENCY

- Identification and negotiations with potential US partners (importers, agents, suppliers, etc.) for Italian counterparts and database updating.
- Administrative tasks and accounting reporting.

Mandatory Requirements

- Permanent residency (US Citizen or Green Card holders). **ITA does not sponsor a working Visa.**
- Bachelor's Degree or Associate Degree in Economics, International Relations, Business Administration, Marketing, Communication and/or any other relevant master's degrees;
- Fluent in English (spoken and written);
- Proficiency in Microsoft Office (Word, Excel, Power Point).

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

Preferential requirements

- Experience in working with governments or public institutions internationally and/or in USA;
- A minimum of 2 years in marketing, organization of events and communication;
- Fluent in Italian (spoken and written);
- Excellent interpersonal, organizational, and communication skills;
- Professional Knowledge of social media (Instagram, LinkedIn, Twitter, Facebook) and marketplaces;
- Multitasking ability;
- 1 or more qualified references from prior employers.

Work location

Italian Trade Agency
12424 Wilshire Blvd, Suite 1400, Los Angeles, CA, 90025.

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

Salary and Compensation

Monthly compensation **will be \$ 4,200.00, gross taxes and any other dues, plus a 1 monthly salary (for a total of \$ 54,600.00 yearly) and a yearly bonus based on performance and availability of funds.**

Due to the fiscal status of the 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.

Duration

Full time job.

40 hours per week from 9 a.m. to 5 p.m. Mon-Fry including 1 hour lunch break.

Application Process

Interested candidates must:

1. Fill out the [online application form](#)
2. Submit **the following documents, ONLY BY EMAIL, to: a.rainaldi@ice.it**
Attn. Ms. Alessandra Rainaldi, Trade Commissioner ITA Los Angeles, specifying in the subject line **“Junior Trade Analyst”**:
 - a) Resume;
 - b) Copy of Bachelor’s or Associate degree certificate;
 - c) Copy of US passport or green card;
 - d) Substitutive declaration of possession of requirements (attached), duly filled in and signed;
 - e) Any other document useful to assess previous experience or qualifications (ex. Writing samples).
3. In consideration of the urgency of filling the position, the **deadline** for submitting the applications is set for **November 22nd, 2023, at 10:00 am - PST.**
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 mandatory requirements will be invited to move forward in the selection process.**

Candidates admitted to the selection procedure will receive an invitation via email.

The selection will take place in person at the ITA Agency’s Office (12424 Wilshire Blvd, Suite 1400, Los Angeles, CA, 90025).

The candidates will be selected by a Commission of three members appointed by the Trade Commissioner of ITA Los Angeles among the permanent staff of ITA Los Angeles/Consulate General of Italy or other Italian public institutions present in the Country.

The selection procedure will involve skill testing, as follow:

1. Written test (up to 50 points) - December 4th, 2023, at 10:00 am - PST

The test is aimed to assess relevant knowledge, language included, and strength of reasoning.

a) Multiple choices (up to 15 points - 15 minutes)

15 questions (ITA) on the following subjects: International Marketing/Economics/ITA’s activity

b) Translation test (ITA/ENG) (up to 15 points - 30 minutes)

c) Essay on ITA’s Activity (ENG) (up to 20 points - 45 minutes)

The candidates must score at least 35 points to be admitted to the practical test and to the interview.

2. Practical test (up to 20 points - 45 minutes) - December 5th, 2023, at 10.00 a.m - PST.

The test is aimed at assessing IT skills.

3. Interview (up to 30 points - 20 minutes) - December 5th, 2023, at 12.00 pm - PST.

The interview - in English and in Italian - is aimed to assess the motivation, organizational skills, and strength of reasoning.

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 list that will remain valid for 18 months.

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

Important Notice

This selection could be suspended and/or canceled 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.

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.

DICHIARAZIONE SOSTITUTIVA POSSESSO REQUISITI

Nome:	[.....]
Data e luogo di nascita:	[.....]
Posizione per cui si candida:	JUNIOR trade analyst

Indirizzo postale:	[.....]
Telefono: E-mail:	[.....] [.....]

IL CANDIDATO DICHIARA DI:

Essere cittadino americano o essere in possesso di carta verde	[] Sì [] No
Essere fiscalmente residente negli USA	[] Sì [] No
Non aver riportato condanne penali e non avere carichi pendenti:	[] Sì [] No

Il sottoscritto dichiara formalmente che le informazioni sopra riportate sono veritiere e corrette e che è consapevole delle conseguenze, anche di natura penale, di una grave falsa dichiarazione, previste dall'ordinamento italiano e dall'ordinamento locale.

Il sottoscritto autorizza formalmente ICE Agenzia a svolgere un background check volto a verificare il possesso dei requisiti richiesti e la veridicità delle dichiarazioni rese.

Il sottoscritto si impegna a presentare la documentazione attestante quanto sopra dichiarato nel caso in cui, al termine del processo di selezione, risultasse vincitore.

Tale documentazione dovrà pervenire alla sede di Los Angeles entro 30 gg. dalla data in cui gli esiti della selezione verranno comunicati.

[Luogo e data

[firma]

**INFORMATIVA SULLA PROTEZIONE DELLE PERSONE FISICHE
CON RIGUARDO AL TRATTAMENTO DEI DATI PERSONALI
*Regolamento (UE) 2016/679, art. 13***

Il trattamento dei dati personali è improntato ai principi di liceità, correttezza e trasparenza a tutela dei diritti e delle libertà fondamentali delle persone fisiche. A tal fine, si forniscono le seguenti informazioni:

1. Il titolare del trattamento è l'ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (di seguito solo ICE-Agenzia) che, nel caso specifico, opera per il tramite dell'Ufficio di Los Angeles, 1900 Ave of the Stars #350 – Los Angeles 90067 CA – losangeles@ice.it
2. L'ICE – Agenzia dispone di un responsabile della protezione dei dati personali che, in caso di quesiti o reclami, può essere contattato ai seguenti recapiti: ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane - Via Liszt, 21 – 00144 Roma; e-mail: privacy@ice.it.
3. I dati personali chiesti sono necessari per la selezione dell'operatore economico a cui sarà affidata la prestazione oggetto dell'appalto.
4. Il conferimento dei dati è un obbligo previsto dalla normativa italiana e l'eventuale rifiuto a fornire i dati chiesti comporta l'esclusione dalla procedura di selezione o dall'affidamento.
5. Il trattamento sarà effettuato in modalità manuale o informatizzata da personale appositamente incaricato.
6. I dati saranno comunicati agli organi di controllo interni ed esterni dell'ICE-Agenzia. Con la firma della presente informativa, l'interessato dà il suo consenso alla comunicazione dei predetti dati anche alle competenti autorità locali per la loro verifica e alla pubblicazione degli elementi essenziali del contratto stipulato nel sito internet del committente conformemente alla normativa italiana sulla trasparenza dei contratti pubblici.
7. I dati sono conservati per un periodo minimo di 5 anni a decorrere dal momento in cui ha termine il rapporto contrattuale per completamento dell'esecuzione o per altra ragione, ivi inclusa la risoluzione per inadempimento. Questo termine è sospeso in caso di avvio di un procedimento giudiziario.
8. L'interessato può chiedere l'accesso ai propri dati personali e la loro rettifica. In questi casi, l'interessato dovrà presentare apposita richiesta ai recapiti indicati al punto 1, informando per conoscenza il responsabile della protezione dei dati dell'ICE-Agenzia ai recapiti indicati al punto 2.
9. Se ritiene che i suoi diritti siano stati violati, l'interessato può presentare un reclamo al responsabile della protezione dei dati dell'ICE-Agenzia. In alternativa, può rivolgersi al Garante per la protezione dei dati personali (Piazza di Monte Citorio 121, 00186 Roma, tel. 0039 06 696771 (centralino), e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it) o all'autorità giudiziaria.

[Luogo, data]

Firma dell'interessato per presa visione e accettazione

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