ITALIAN TRADE AGENCY

Chicago Office

JOB OPENING
FULL-TIME SENIOR MARKET ANALYST & SYSTEM IT MANAGER

The Italian Trade Agency

The Italian Trade Agency ("ITA") is the governmental entity which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Foreign Affairs and International Cooperation. ITA provides a wide range of services to connect Italian and foreign businesses, and to attract Foreign Investments to Italy. With headquarters in Rome, ITA operates worldwide through a large network of Offices, working closely with the Italian Embassies and Consulates.

ITA Office in Chicago specializes in all sectors related to Machinery & Technology (Advanced & Additive Manufacturing, Mechatronic, Robotics, Automation, Automotive, Food Processing Equipment, Metalworking Machine Tools, Packaging Equipment, Plastics and Rubber Equipment, Printing & Graphic Machinery, Marble and Ceramic Machinery, etc.).

More information on the Italian Trade Agency activities is available at https://www.ice.it/en/

Job description

ITA Office in Chicago is seeking a full-time Senior Market Analyst & System IT Manager, who will be assigned the following tasks, with a specific focus on Metal Working Machinery, Robotics, Automation, Mechatronic, Advanced and Additive Manufacturing:

- Organize promotional activities, such as participation in trade show exhibitions, conferences, business trips, advertising campaigns, seminars, workshops
- Market analysis, research projects, data collection and processing, reports and presentations
- Identify potential US business partners for Italian companies, and related database update
- Assist Italian companies in establishing and/or strengthening their business with US companies
- Develop relations with Authorities and Organizations, local entrepreneurs and professionals
- Create content for communication, ITA's web site and social media
- Project Management, including budget planning and supervision, administrative activities and accounting reporting
- Coordinate "Machines Italia", ITA's promotional project aimed at strengthening the image of Made in Italy technology in 16 sectors, making accessible the advanced and flexible solutions

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that Italian technology can offer, and furthermore conveying Italy's image as a country of innovation, modernity, sustainability, and cutting-edge technological solutions.

- System IT Manager: the position requires the technical ability to handle hardware and software platforms utilized by ITA Chicago, in coordination with our HQ in Italy.

Mandatory Requirements

- US citizenship or green card holder - **ITA does not sponsor a working visa**
- Fiscal Residence in the USA
- Bachelor's Degree and /or MBA in International Studies, with specialization in International Marketing, Business Administration, Communication
- Fluency in English and Italian (spoken and written)
- A minimum of 10 years' working experience in a similar position, in sectors related to Machinery & Technology
- Previous experience as System IT Manager
- Knowledge of the U.S. and Italian economic and industrial landscape
- Knowledge of Italian Institutions, their dynamics and operating environment
- Proficiency in Microsoft Office (PowerPoint, Word, Excel)
- A professional understanding of social media (Instagram, LinkedIn, Twitter) and marketplaces
- Knowledge of major specialized database and technology tools
- Availability to travel in the USA and internationally, when required.

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

Preferential Requirement

- A minimum of 5 years of relevant professional experience within an Italian or US Institution.

Duration

We are offering a permanent position, after successfully completing a 3-month trial period.

Work location and hours

Italian Trade Agency: 401 North Michigan Ave, Suite 1720, Chicago, IL 60611
Full-time: 40 hours per week

Salary and Compensation

Monthly compensation will be between $5,500 and 7,100 gross of taxes and any other dues, plus an additional salary (half in June, half in December) and a yearly bonus based on availability of funds and performance achieved in the previous year. Health insurance coverage will be offered.
Due to the fiscal status of ITA in the USA, 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.

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Application Process

Interested candidates must:

1. Fill out the online **Application form**

2. Submit the following documents to**: chicago@ice.it**, Attn. Trade Commissioner Ms. Paola De Faveri, **subject line "Senior Market Analyst – System IT Manager"**:

- Cover letter + Resume
- Copy of US passport or green card
- Copy of Degree Certificate
- Substitutive declaration of possession of requirements ("Dichiarazione possesso requisiti"), duly filled in and signed
- Privacy Notice for job applicants, duly filled in and signed
- Any other document useful to assess previous experience or qualifications

Deadline: November 13, 2026, at 12:00 pm – CT

No application arriving beyond this deadline will 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.

The selection process involves the following testing, to be held within the following 15 (fifteen) days:

1. **Multiple choice test** (up to 30 point) on the following subjects: International Marketing, Communication, ITA's activity, in Italian and English language.
2. **Written translations** in English and in Italian (up to 20 points).

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

3. **Practical test** (up to 20 points). The test is aimed at assessing IT skills.

The candidates must score at least 15 points to be admitted to the Assessment interview.

4. **Assessment interview** (up to 30 points)**.** The candidate's skills will be assessed through an interview conducted in both English and Italian, focused on relevant knowledge, motivation, and evaluation of organizational and communication skills.
   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.

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Please note that our procedures forbid candidates from bringing along any electronic device, text or written note during the tests.

The selection procedure will take place in person at the ITA Agency's Office (401 N. Michigan Ave, Suite 1720, Chicago), and it will be conducted by an appointed Commission of 3 (three) members, selected within the office.

After testing, each candidate will be ranked on **a 100 points scale**.
Only candidates who scored at least 70 points will become eligible and shortlisted.
The list will be published on ITA Chicago's 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 24 months.

The recruitment is subject to a no-objection statement from the Italian Ministry of Foreign Affairs. Therefore, the contract will be awarded and become effective only upon receiving such official statement and it will be then countersigned by the Consul General of Italy in Chicago.

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.

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 and, in any dealing, with its partners, customers and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available on the website at the following link: https://www.ice.it/en/sites/default/files/inline-files/code-of-conduct.pdf

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 performance and competencies.

Chicago, October 30, 2026

Italian Trade Commissioner
Paola De Faveri

Firmato da Paola De Faveri
Data: 30/10/2026 12:34:02 CDT