

JOB ANNOUNCEMENT

This notice is an invitation to submit application for TEMPORARY POSITIONS which may be available at ITA Agency – Los Angeles office during the current year 2021.

1. The Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian 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 high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.

2. Job positions

The Italian Trade Agency - Los Angeles office - is seeking applicants for the following temporary positions that should be available during 2021.

- A) **Market Analyst**
- B) **Junior Market Analyst.**
- C) **Administrative Assistant**

3. Job location

Italian Trade Agency - Los Angeles Office
1900 Avenue of the Stars, Los Angeles, CA, 90067
Smart working only in case of need, due to COVID -19 emergency

4. **Job Description**

As part of the temporary contract, the activities and responsibilities for the position, under the general direction of ITA Los Angeles, shall be the following:

Market Analyst - Job description

- Plan and organize of all the activities and events related to the promotion of made in Italy in the USA market, such as trade shows pavilions, conferences, business trips and advertisement campaigns.
- Conduct market analysis and research projects for various industries, such as data collection and processing, report editing, drafting PPT presentation.
- Identify and establish direct contact with USA importers, agents, suppliers, interested in relating with Italian counterparts and update the office's marketing database.
- Implement basic and customized services to Italian companies interested in entering the US market, as well as to US companies interested in Italian market.
- Prepare news and social media communication on a regular basis and support to media campaign.
- Perform administrative tasks related to the above activities such as: request of quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.)
- Travelling domestically within the US and internationally.

Junior Market Analyst - Job description

- Assist in the organization of all the activities and events related to the promotion of made in Italy in the USA market, such as trade shows pavilions, conferences, business trips and advertisement campaigns.
- Assist in the preparation of market analysis and research projects for various industries, such as data collection and processing, report editing, drafting PPT presentation and client surveys on behalf of Italian companies.
- Researching, gathering, and analyzing market activities and preparation and updating of US marketing database
- Support in the implement basic and customized services to Italian companies interested in entering the US market, as well as to US companies interested in Italian market.
- Support the preparation of news and social media communication on a regular basis and support to media campaign.
- Administrative assistance in daily activities such as: request of quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.)
- Travelling domestically within the US and internationally
- All other tasks assigned by the Trade Commissioner.

Administrative Assistant - Job description

- Manage and organize secretarial and logistic tasks.
- Organize correspondence and documents' filing.
- Provide secretarial work: typing, registering and answering correspondence, keeping files. In addition to normal secretarial duties, acts as an interpreter/translator, when required.
- Assist with all administrative activities of the office.
- Schedule the activities of the Assistant to the Trade Commissioner

5. Requirements

Market Analyst and Junior Market Analyst

- Bachelor's degree and/or MBA in Economics, Business Administration, Marketing, International Relations and/or Communication
- US citizens or Permanent residency (holder of US passport or green card or legally authorized to work in the US)
- Proficiency in English and Italian (reading, writing and speaking)
- Proficiency in MS office (Word, Excel, Power Point), in addition to internet, email, google suite.
- A minimum of 2 years' experience in a similar role in the private or public sector

Administrative Assistant

- Bachelor's degree in Business Administration or similar
- Legally authorized to work in the US (holder of US passport or green card or legally authorized to work in the US)
- Fluent in English and Italian (reading, writing and speaking)
- Proficiency in MS office (Word, Excel, Power Point), internet, email, google suite.
- A minimum of 2 years' experience in a similar role in the private or public sector
- Skillful in use MS office (Word, Excel, Power Point), in addition to internet, email, google suite and database software

Additional skills and qualifications for all positions

- Skillful use of social media accounts for business purposes and/or working with CRM software.
- Excellent organizational, interpersonal and communicational skills
- Ability to manage multiple tasks at once.
- Qualified references from prior employers
- Must reside in the Los Angeles area

Candidates lacking even one of the above listed requirements will not be selected for an interview.

6. Salary and Compensation

Salary and monthly compensation will be commensurate with experience and qualifications, according to the following range:

- ✓ **Market Analyst:** a range between \$ 3,400.00 - \$ 3,800.00 (gross of taxes and any other dues).
- ✓ **Junior Market Analyst:** a range between \$ 2,800.00 – 3,300.00 (gross of taxes and any other dues)
- ✓ **Administrative Assistant:** a range between \$ 2,600.00 – 2,800.00 (gross of taxes and any other dues).

Important notice

- a) All positions are full-time: 35 hours per week, excluding transfers (7/h days – 5 days a week)
- b) The temporary contract term is of three/six months, renewable based on funds availability and performance.
- c) The successful candidates will be employed directly by ITA Los Angeles' Temporary Agency
- d) No Health insurance coverage will be offered.

7. Employment Status

Applicants must be legally authorized to work in the US.

The Italian Trade Agency will not sponsor any applicants.

8. Application Submission

Interested candidates must submit their resume, **ONLY BY EMAIL, to: losangeles@ice.it, Attn. Ms. Alessandra Rainaldi** specifying in the subject line: the position for which you are applying (**Market Analyst; Junior Market Analyst; Administrative Assistant**)”.

It is possible to apply for more than one position if meets the requirements.

Deadline: March 31, 2021 at 12:00 pm (PST)

No application arriving beyond the deadline can be accepted.

9. Selection

ITA Agency – Los Angeles office will take into considerations the applications accordingly with the availability of job positions may occur during the year.

In this case, the selected applicant will be invited to an interview to assess his requirements of education, skill, technical qualifications and experience to the position available.

This pre-selection could be suspended and/or cancelled at any time 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.

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.

IMPORTANT

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”.