



## Marketing Assistant- Italian Trade Agency- Chicago Office

The Italian Trade Agency- Chicago office, is seeking to fill a temporary marketing assistant position.

*Daily Tasks are (but not limited to the following)*

- Researching, gathering, and analyzing business data for TAs (Trade Analysts) and STAs (Senior Trade Analysts) to review.
- Using intelligence tools to monitor current customer trends and to identify new commercial opportunities on behalf of Italian companies who are utilizing the Agency's services.
- Designing and carrying out surveys, as well as defining target markets and their buying habits and preferences, as well as to determine existing and future trends.
- Collaborate in the development and execution of marketing and promotional initiatives
- Preparing reports on market trends, US State economic profiles and industrial sector outlooks.

*Qualified Candidates should have*

- Experience in direct/inside/B2B sales with a focus on cold calling
- Excellent written and verbal communication
- Self-motivated, detail-oriented and flexible
- Excellent computer skills with experience using Google and MS Office Suite
- Ability to work independently and with others
- General understanding of key macroeconomic and trade data
- Ability to work well under supervision and to meet deadlines
- Experience running social media accounts for business purposes and/or working with CRM software is preferred
- Intermediate Italian preferred but not required

### *Education*

Preferred candidates will have at least a bachelor's degree in an area of study related to marketing, economics or business

### *Work Experience*

2 years minimum of work experience beyond university is preferred



ITALIAN TRADE AGENCY  
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### *Employment Status*

Applicants must be legally authorized to work in the USA. The Italian Trade Agency will not sponsor any foreign employees.

### *Duration of contract, compensation and hours*

An initial 3-month contract will be offered, with the possibility of a renewal based on performance and funds availability.

Salary range is between \$2,600.00 - \$2,800.00 gross based on experience and qualifications. All federal, state and social security contributions are the individuals' responsibility. No health insurance is being offered. The job is full time (40 hours per week).

### **What is ITA?**

The Italian Trade Agency is the government organization which promotes the internationalization of Italian companies in line with the strategies of the Ministry for Economic Development. The ITA provides information, support and advice to Italian and foreign companies. In addition to its Rome headquarters the ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

The ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in trade shows, including exhibitions and conferences
- seminars with Italian experts.

**ITA Chicago office** specializes in machinery, automotive, major food retailers, private label sector, and publishing, among other sectors. More information on the Italian Trade Agency activities in the USA is available at <https://www.ice.it/en/>

### ***Inquiry Submission Particulars***

Applications can be submitted through the website [www.indeed.com](http://www.indeed.com)

Applications and other inquiries may be submitted also via email to [chicago@ice.it](mailto:chicago@ice.it) specifying in the subject line Office Assistant Position.

*The deadline for applying is July 19, 2020.*

Interviews will be conducted soon thereafter.