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## **Temporary Marketing Positions – Italian Trade Agency – Houston Office**

### The Italian Trade Agency

The Italian Trade Agency (ITA) 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.

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 U.S. trade show exhibitions and exhibition forums • seminars with Italian experts.

The ITA Houston office specializes in machinery, Oil & Gas, aerospace, jewelry among other sectors. More information on the Italian Trade Agency activities in the US is available at <https://www.ice.it/en/markets/usa>.

### Job Description:

The Italian Trade Agency- Houston office, is seeking to fill 2 temporary positions for Assistant Marketing Specialists

### Key responsibilities:

- Provide assistance to Italian companies interested in pursuing business opportunities in the USA, including researching and communicating with potential partners
- Research, communicate and engage (via both emails and phone calls) potential leads and partners on behalf of Italian companies
- Carry out market research, competitor and client surveys on behalf of Italian companies
- Assist in contacting external counterparts including service providers and responding to their inquiries

- Assist with planning, budgeting and implementation of trade shows and delegations which may include travel on occasion
- Coordinate with colleagues in the development and execution of marketing and advertising campaigns
- Monitor and report on activities and provide relevant market information
- Provide administrative assistance to Marketing Specialist in daily activities
- Carry out all other tasks assigned by the Trade Commissioner.

#### Compensation:

Monthly compensation for the above activities will be in the range \$ 3,500.00 – \$ 4,500.00 gross, based on skills and experience. A minimum of 30 hours of work per week is needed, excluding transfers, at ITA Houston office or in smart working. The positions will be awarded based on competencies and an interview. The successful candidates will be employed directly by ITA Houston's Temporary Agency.

#### Duration of contract

Contract time frame will be from July to December 2020.

#### Qualifications:

- Bachelor's Degree or above in Economics, Business, Marketing/Communication
- A minimum of 3 years' experience in marketing and business development;
- Must be able to work in the US for any employer
- Proficiency in English and Italian languages;
- Proficiency in Microsoft Office;
- Must reside in the Houston area (as this is a temporary position, candidates looking to relocate will not be considered);
- Must be able to travel internationally.

If interested, please send your resume by email to: [houston@ice.it](mailto:houston@ice.it)

Deadline: June, 24<sup>th</sup> 2020

Only those candidates who meet the above listed requirements will be contacted for an interview.

**The selection could be suspended and/or cancelled any moment and for any reason by the Italian Trade Agency in Houston at its full discretion, without generating any moral or legal commitment towards the candidates including those fully meeting the job requirements.**