



**ITALIAN TRADE AGENCY**

**ICE - Italian Trade Commission**  
**Trade Promotion Section of the Italian Embassy**

Chicago Office

## **Assistant Marketing Officer – Italian Trade Agency – Chicago Office**

**Job Type:** Full-time

**Salary:** 3,200 to 4,000.00 usd/month, inclusive of all tax. No health insurance is being offered at this time.

*This is a temporary and non-renewable position, running from late May to early September 2019.*

### ***Job description***

- Assist and coordinate in the set-up of promotional digital campaigns with selected U.S. retail partners
- Keep track of their outputs and results and interact with partners during execution
- Direct and assist a creative agency in the production of digital contents
- Analyze marketing data (campaign results, conversion rates, traffic, ect.)
- Coordinate the development and monitor the execution of culinary trainings
- Monitor and report on activities and digital tactics to provide the ITA team with relevant information and valuable insights on major supermarket chains
- Proactively identify new strategies and social channel activities useful to expand the knowledge of Authentic Italian products
- Assist in contacting external counterparts including service providers and responding to their inquiries
- Provide administrative assistance to Senior Marketing Specialist in daily activities.
- Assist with planning, budgeting and implementation of trade shows and trade delegations and/or culinary trainings which may include travel (on special occasions)
- Any other activity related to the main tasks assigned by the Senior Marketing Specialist or the Office Director

### ***Qualifications and experience***

- Bachelor's degree and a minimum of four years' experience or master's degree in marketing and business development
- Orientation to detail and client service, resourcefulness and enthusiastic
- Excellent organizational and communication (written and oral) skills
- Skillful use of applications: MS office, particularly Word, Excel and Powerpoint, internet, email and database software
- Knowledge of and experience in utilizing Social Media applications, with an understanding of a wide variety of community platforms
- Professional appearance and demeanor
- Intermediate and/or advanced knowledge of Italian preferred.
- Food enthusiast is a plus



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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.

### ***The Italian Trade Agency***

The Italian Trade Agency is the government organization which promotes the internationalization of the 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 U.S. food related trade show exhibitions and exhibition forums
- seminars with Italian experts.

The **ITA Chicago office** specializes in major food retailers, private label sector, machinery, automotive and publishing, among other sectors. More information on the Italian Trade Agency activities in the US is available at [www.ice.it/en/](http://www.ice.it/en/)

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

Applications can be submitted through the website [www.indeed.com](http://www.indeed.com) at the page <https://www.indeed.com/job/assistant-marketing-officer-5835d3b6d981e57d>

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

*The deadline for applying is April 25<sup>th</sup>, 2019.*

Interviews will be conducted in early May 2019.