



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

ITALIAN TRADE AGENCY – MIAMI OFFICE

OPEN TEMPORARY POSITION

PROJECT MARKETING OFFICER

COMPANY OVERVIEW

The Italian Trade Agency (ITA) is the Italian government organization responsible for the promotion and internalization of Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies. In addition to its Rome headquarters, ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian Embassies and Consulates and works closely with local authorities and businesses.

JOB DESCRIPTION

- Localize the most important local stakeholders of the industry.
- Facilitate relations with identified local stakeholders of the industry and to shop Italy as a partner and solution provider.
- Write proposals and contracts with agencies engaged to do market resources.
- Prepare pertinent information and/or material in result of the above resources.
- Input of the afore-mentioned contacts, according to the needs of the project(s).
- Assist in any other duty connected to the organization of the project(s).
- Travel internationally to help with the organization of the project(s) and to accompany the delegation related to such project(s).
- Operate electronic equipment such as computers, copiers and fax machine, and provide secretarial support and assistance as needed.

REQUIREMENTS (Please do not apply if you do not meet the following requirements):

- Languages required: English and Italian. Must read speak and write fluently.
- The candidate must be able to work in the US for any employer.
- Must currently reside in the Miami area. This is a temporary position, we will not consider candidates that do not already live here.



Please apply by sending your resume via e-mail at miami@ice.it

Sincerely,

Andrea Ferrari
Italian Trade Commissioner – Miami Office