



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

Trade Promotion Section of the Consulate General of Italy

New York Office

JOB OPENING

JUNIOR ANALYST FOR FOREIGN DIRECT INVESTMENT DESK – NEW YORK

Job description

The Italian Trade Promotion Agency (ITA) seeks a motivated Junior Analyst with a degree in Economics or Finance for a 1-year FDI Promotion Project in order to support the Foreign Direct Investment Division of ITA New York and the FDI desks in the United States of America.

The ideal candidate should be a research driven, creatively resourceful individual with analytical skills inspired to scour databases, the internet and other sources to identify potential Investors for Italian based projects or similar business opportunities, while supporting the administrative and back office activities of the FDI division.

Duties

During the 1-Year FDI Promotion Project, the candidate must support ITA FDI team in order to facilitate the entire process of engaging investors prone to invest in Italy, encouraging and facilitating their investment in the country and building confidence and trust, even in aftermarket support. He/She will assist the FDI division in their investors relations.

He/She will be also required to perform administrative and back office tasks, as well as communication tasks and regular reporting process to the ITA FDI division.

The candidate may be required to travel in the US and internationally.

Primary responsibilities

FDI support in investors engagement process

- Support the FDI division and the US FDI desks in the prospect generation through multiple sources, both online and offline, to successfully integrate the funnel and to maximize the outcome in terms of active contacts, calls, meetings, inquiries.
- Support in the investor and project management through the gradual full knowledge and understanding of software tools used by the FDI team
- Support in realizing reports, presentations and documents to track and assess daily activities
- Support the FDI division in organizing promotional activities (events, seminars, conferences, training courses, incoming trips of US corporate players and investors to Italy and the US)

Backoffice and administrative activities



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- Liaise with companies, investors, corporate players and other US and Italian counterparts sharing program news, solicitations, promotional opportunities, asset needs and more
- Aggregate market research, industry resources, news and articles as necessary to share with the team in scouting the FDI environment
- Keep abreast of Italian Trade Commission bidding processes and procedures, manage vendor album, solicitation, contracting and invoicing for FDI division activities

Work location

Italian Trade Commission, New York Office
33 East 67th Street – New York City, NY 10065

Requirements

- Bachelor's Degree
- US citizens or green card holders
- Proficiency in English

ITA does not sponsor a working visa

Candidates lacking even one of the above listed requirements will not be considered.

Moreover, preference will be given to candidates with the additional skills and qualifications:

- Proficiency in written and spoken Italian
- Bachelor's Degree and/or MBA or PhD in Finance, Economics or related subjects
- 1 year or more of experience in a similar role in finance, particularly in investment banking;
- 1 or more qualified references from prior employers;
- Strong interpersonal and communication skills;
- Good organizational skills Fluency in Italian preferred
- Strong interpersonal and communication skills both written and verbal, must be comfortable liaising with many international companies and partners
- Demonstrated leadership abilities and experience working with different cultures - dynamic, flexible, collaborative, positive attitude and great team spirit
- Ambitious self-starter, ability to take a project and run with it to completion with minimal supervision, excellent project management skills, and familiarity with bidding processes and procedures
- Resourceful and proactive, with the ability to identify issues/problems and solve them directly, with high attention to the smallest of details
- Prioritize projects and manage time efficiently, with ability to work in a fast-paced entrepreneurial environment



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Salary and Compensation

Compensation will be **\$48,960 yearly**. Due to the fiscal status of Italian Trade Agency in the US, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by US laws, both at federal level and state level.

Term

The contract will be for 1 year. Provided that funding from ITA is available and upon exclusive decision of ITA, this Agreement may be extended for another year (the “Additional Term”).

Italian Trade Agency

The Italian Trade Agency (“ITA”) is a governmental entity with diplomatic status which promotes the internationalization of the 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 headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

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.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

Application Process

Documents submission:

1. Interested candidates may submit **CV, ONLY BY EMAIL, to: v.soldani@ice.it** Attn. **Mr. Valerio Soldani** specifying in the subject line: “**FDI Desk Assistant Position**” along with the following documents:
 - copy of bachelor’s degree certificate
 - copy of US passport or green card;
 - any other document useful to assess previous experience or qualifications.
2. Fill out the **online application form <https://forms.gle/1psapS5j3yz28srE8>**



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Deadline: March 31st 2020 at 18:00 pm (EST).

Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by April 10th, 2020 for the selection procedure.**

The Selection procedure will include a practical test and Interview. The practical test is aimed to ascertain IT skills. The interview, conducted in English, will focus on skills, qualifications, motivation and strength of reasoning.

The job position will then be offered to the selected candidate.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment 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.