



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 (“FDI”) Heads of ITA’s New York and San Francisco offices.

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.

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 team in their investors relations.

He/She will be also required to perform some administrative tasks, as well as communication tasks and regular reporting process to the ITA Rome headquarters related of the FDI Desks’ activities.

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

Work location

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

Requirements

- Bachelor’s Degree and/or MBA or PhD in Finance, Economics
- US citizens or green card holders
- Proficient in English and Italian languages

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:

- 2 years 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.



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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.

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: f.gueli@ice.it** Attn. **Ferdinando Gueli** 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](#)

Deadline: May 22nd, 2019 at 12:00 pm (EST).



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Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by May 28th, 2019 for the selection procedure.** Please note that the selection procedure includes the passing of a written test:

1. **Written test** in English and in Italian on the following subjects: International Economy and Foreign Direct Investments (**June 14th, 2019**)
The candidates may score **up to 50 points** and must score **at least 35 points** to be admitted to the Practical test.
The written test is aimed to ascertain relevant knowledge of International Economy and FDI and assess the candidate strength of reasoning.
2. **Practical test and Interview in English and Italian (June 19th, 2019).**
The practical test is aimed to ascertain IT skills (**up to 15 points**). The interview, conducted either in Italian or English, will focus on skills, qualifications, motivation and strength of reasoning. (**up to 35 points**).

After testing, each candidate will be ranked on a **100 points scale**. **Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.**

The job position will then be offered only to the eligible candidate with the **highest score**. The shortlist of eligible candidates will be published on the ITA's website.

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.