

New York, November 2nd, 2021

JOB OPENING FOOD AND WINE JUNIOR MARKET ANALYST

Job description

The New York office of the Italian Trade Agency (ITA) is seeking **n.2 full-time Food and Wine Junior Market Analyst**.

The ideal candidate should have the following qualifications:

- A degree in Economics, Business Administration, Marketing and/or Communication;
- Experience in the food and wine trade industry in the Italian and US markets;
- Understanding of the food and wine retail products distribution channels;

Duties

The candidate will be required to perform the following duties:

- Cooperation in planning and organizing trade shows and various promotional events such as seminars, workshops, meetings and mission to/from Italy;
- Collect and organize financial data for budget control;
- Prepare and manage accounting reports;
- Provide support in conducting market analysis and research projects of the wine and food industries, namely in data collection and processing, report editing, drafting .ppt ad presentations;
- Assist the Head of the Food & Wine Section in providing basic information to Italian companies interested in entering the US market, as well as US companies interested in Italian products/ companies/ investments;
- Assist the Head of the Food & Wine Section in negotiations with suppliers and vendors;

- The candidate may be required to travel domestically 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 in Economics, Business Administration, Marketing and/or Communication
- US citizens or green card holders;
- Residency in USA;
- Proficiency with English and Italian (spoken and written);
- Proficiency with Microsoft Office (PowerPoint, Word, Excel).

All employees are required to wear a mask, practice social distancing, adhere to our COVID-19 vaccination policy, and/or sanitize work areas and common areas. The selected candidate will be requested to show proof of COVID-19 vaccination, or have a valid religious or medical reason not to be vaccinated.

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:

- A minimum of 1 year of experience in the Food and Wine trade industries in the US market with specific reference to imported goods from Italy (please submit Name, contact number and email of the most recent supervisors in the US firm in the food and wine sector);

- Proven knowledge and understanding of the food-service industry, retail and specialty products distribution channels (on premise and off premise);
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, etc.;
- Proven ability to work with technical subject matter and adapt to a variety of audiences (private, or institutional);
- Excellent interpersonal and communicational skills;
- 1 or more qualified references from prior employers.

Salary and Compensation

Compensation will be **\$44,200 yearly**.

Due to the status of the Italian Trade Agency in the US, the candidate shall be fully responsible for all tax requirements under the US laws, weather at federal, state or local level.

Medical dental and vision insurance coverage will be offered, yearly bonus could be possibly awarded and 20 days of vacation per year are granted.

Italian Trade Agency

The Italian Trade Agency (“ITA”) is a governmental entity with immunity status which promotes the internationalization of the Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation of Italy and the Ministry for Economic Development of Italy. 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.



ITALIAN TRADE AGENCY

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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:

Interested candidates must:

1. submit, **ONLY BY EMAIL**, to g.mafodda@ice.it Attn. Giovanni Mafodda specifying in the subject line: **"Food and Wine Junior Market Analyst Position"** all the following documents:

- copy of their resume;
- copy of unofficial transcripts;
- copy of US passport or green card;
- proof of USA residency;
- a writing sample useful to assess previous experience or qualifications.

2. Fill out the [Online Registration Form](#)

Deadline: November 22nd, 2021 at 1:00 pm (EST).

Selection procedure



ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by November 24th, 2021 to move forward in the selection process.** Please note that the selection process includes the passing of a written test:

1. **Written test** in English and Italian on the following subjects: International Marketing and Communication (**November 30th, 2021**)
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 Marketing and Communication and assess the candidate strength of reasoning.
2. **Practical test and Interview in English and Italian (December 7th, 2021)**.
The candidates may score **up to 50 points**. The practical test is aimed to ascertain IT skills (**up to 15 points**). The interview, conducted either in English or Italian, 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 position will be offered to the eligible candidate with the highest score unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA 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.