

## **JOB ANNOUNCEMENT**

### **TEMPORARY MARKETING POSITION ITALIAN TRADE AGENCY, MIAMI OFFICE “SALONE DEL MOBILE MILANO 2020”**

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

The Italian Trade Agency (“ITA”) is a governmental entity with diplomatic status that promotes the internationalization 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 headquarters in Rome, ITA operates worldwide through a large network of Trade Agency 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.

#### **Job Description**

ITA Miami office is currently seeking to fill a marketing position for a period of 1 to 4 months to work on the “Salone del Mobile Milano 2020” incoming.

#### **Responsibilities**

- Identify and establish direct contact with USA importers, agents, suppliers, architects and interior designers interested in relating with Italian counterparts and update the office’s marketing database
- Organize, coordinate and take part in the promotional activities of the project
- Coordinate the communication with local service providers including planning and drafting proposal requests and contracts
- Assist Italian companies willing to establish and/or strengthen their business ties with USA companies and vice versa
- Carry out any assigned administrative task required to prepare the ground for the above-mentioned activities

### Requirements

- Master's Degree or equivalent
- Must be able to work in the US for any employer (ITA does not sponsor ANY working visas)
- Must be proficient in English and Italian languages
- Must be proficient in Microsoft Office
- Must have previous marketing experience
- Must reside in the Miami area (as this is a temporary position, candidates looking to relocate will not be considered)
- Must be able to travel internationally

Candidates who don't meet the above-mentioned requirements will not be considered.

### Instructions for Candidature Submission

1. Fill out the attached Job Application
2. Send your application and resume by e-mail to: [miami@ice.it](mailto:miami@ice.it)

**Deadline: February 7, 2020 at 5:00 pm (EST).**

**ONLY those candidates who meet the above-listed requirements will be contacted for an interview.**

### Important Notice

This selection could be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in Miami at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

Best regards,



Andrea Ferrari  
Italian Trade Commissioner