Stockholm Office

**NOTICE OF RECRUITMENT**

**TEMPORARY POSITION**

**TRADE ANALYST FOR FOREIGN DIRECT INVESTMENT UNIT 2022**

**ITALIAN TRADE AGENCY – STOCKHOLM OFFICE**

**The Italian Trade Agency**

The Italian Trade Agency, ITA, is a governmental entity which promotes the internationalization of the Italian companies, in line with the strategies of the Italian Ministry of Foreign Affairs and International Cooperation.

In addition to its Headquarters in Rome and its Office in Milan, ITA operates worldwide through a large network of Trade Agency Offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses, providing information, support and advice to Italian and foreign companies.

ITA also acts as IPO – *Investment Promotion Organization* - for the attraction of foreign investments to Italy, scouting potential foreign investors and promoting business investment opportunities in Italy.

**Job description**

In this context, the Italian Trade Agency Office in Stockholm is seeking a motivated **Trade Analyst with a University Degree for a one-year in the Foreign Direct Investment Promotion Project**, in order **to support the FDI activities**.

The ideal candidate should be a person with analytical skills, used to scouring databases, the internet and other sources to identify potential investors for Italian-based projects or similar business opportunities.

The candidate, who will work under the coordination of the Director of ITA Office in Stockholm in connection with the FDI Division in Rome, will be also required to perform administrative and back-office tasks, as well as communication tasks and regular reporting processes.

She/he should be enterprise-oriented and have a client-minded attitude, with commercial awareness and strong client-oriented skills. She/he may be required to travel in Italy and abroad.

**Duties**

During the one-year FDI Promotion Project, the candidate will support the ITA FDI team in order to facilitate the entire process of engaging investors interested in investing in Italy from **Sweden, Denmark, Norway and Finland,** building confidence and trust, even in aftermarket support.

Primary responsibilities:

* Support in the generation of leads through multiple sources, both online and offline, to maximize the outcome in terms of inquiries, active contacts, calls, meetings;
* Support in realizing reports, presentations and documents to track, assess and disseminate the activities of the Unit through the existing ITA communication channels;
* Organizing promotional activities related to the attraction of foreign investments , such as events, seminars, conferences, training courses, incoming trips of corporate players and investors to Italy and abroad;
* Liaise with companies, investors, corporate players, other foreigner and Italian counterparts, sharing news, solicitations, promotional opportunities and more;
* Draft periodic reports highlighting potential opportunities for Italian companies.
* Aggregate market research, industry resources, news and articles as necessary to share with the team of the Office in scouting the FDI environment.

For the implementation of those activities the candidate must have:

* Good organizational and project management skills; ability to prioritize projects, manage time efficiently, work in a fast-paced entrepreneurial environment;
* Strong interpersonal and communication skills, both written and spoken; ability to produce reports, briefings and memos on short notice both in Italian and English;
* Ability to take charge of a project and run it to completion with minimal supervision; ability to identify issues and problems and solve them directly;
* Good skills in the use of social media
* Availability to travel in the Nordics countries and in Italy
* Availability to work with different cultures, proactive attitude and team spirit.

**Work location**

**ITA STOCKHOLM**

Korta Gatan 7

17154 Solna, Stockholm

Sweden

Working time: from 8.30 to 16.30 with flexibility of one hour

Eventual days of remote working will be agreed with the employer, in accordance with the rules applied to the personnel the ITA Stockholm Office.

**Minimum Requirements**

* University Degree in economic, legal or linguistic subjects
* Fluent Italian and English written and spoken;
* Remarkable computer skills
* Tax residence in Sweden

Incomplete applications, lacking one or more of the above listed “Minimum Requirements” will not be considered.

**Preferential Requirements**

Preference will be given to candidates with the following additional skills and qualifications:

* Fluent Swedish, Danish, Norwegian or Finnish both written and spoken;
* University Degree and/or MBA and/or Ph.D. in International Trade, Finance, International Relations, International Business Law or related subjects;
* Two years or more of experience in investment promotion, or strategic consultancy, business law firms, finance, particularly in investment banking, or in sales activities;
* One or more qualified references from prior employers.

**Contract term and Salary**

The selected candidate will be offered a fixed-term contract for **1 year, from 01.01.2023 to 31.12.2023.**

There will be no tacit renewal and no automatic recruitment after the one-year expiry.

**The gross monthly salary is fixed at 37.000 SEK.**

**How to apply**

Candidates who meet the above-listed minimum requirements are invited to **apply by sending by e-mail at the recruitment agency Multimind AB** [**(douglas.ekman@multimind.se**](%28douglas.ekman%40multimind.se%20%20) **) and in copy to Italian Trade Agency Stockholm (** [**stoccolma@ice.it**](stoccolma%40ice.it)**) :**

1. A detailed CV.
2. Any other useful information about work experience, skills, qualifications relevant to the position.
3. Copy of an ID issued by Swedish or Italian authorities.

The deadline to submit the application is **2nd December 2022.**

Please, note that **only** the candidates who meet the above-listed minimum requirements will be contacted and invited to continue in the selection process.

**Selection procedure**

After the evaluation of the applications received and the related documentation, selected candidates will be asked to undergo **an oral interview, at Stockholm Office or by a video call, to evaluate their language skills and their**  **knowledge of geopolitics and international economics, FDI flows, industrial and economic structure both of Italy and the Scandinavian countries, as well as the ability to carry out the described tasks.**

**The oral interview could be conducted with the support or written texts.**

**The Selection Commission will draw up the final ranking by adding up the results of the interview and the evaluation of the CV and of the preferential requirements as above listed.**

**Any candidate will receive the results of the interview and the evaluation of the CV and of the preferential requirements.**

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, 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 the ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

**Important notice**

Please note that:

* This selection could be suspended and/or canceled at any moment and for any reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

Andrea Mattiello

ITA Stockholm Director