

**THE ITALIAN TRADE AGENCY,
NEW YORK OFFICE has three job openings:**

- 1) Food and Wine Market Analyst
- 2) Food and Wine Market Junior Analyst
- 3) Fashion Market Analyst

The employer: The Italian Trade Agency in New York

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.

Additional information about the Italian Trade Agency are available at www.ice.it

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Job Positions available:

Job Position #1: Food and Wine Market Analyst

The candidate will be required to perform the following duties:

- ❖ Plan and coordinate trade shows and various promotional events like seminars, workshops, meetings and mission to/from Italy;
- ❖ Prepare budget and oversees financial commitment;
- ❖ Manage and supervise budget and accounting reporting;
- ❖ Conduct market analysis and monitoring of the food and wine sector;
- ❖ Perform research projects for different industry sectors;
- ❖ Implement basic and customized services being responsible of the quality of services rendered;
- ❖ Source and assist Italian companies planning to access and develop their business in the US market, as well as US companies interested in Italian

- products/companies/investments, ensuring that the assistance and services offered, even if at times complex, are of the highest quality;
- ❖ Interact and respond to inquiries of Italian companies, under the coordination of the Head of the Food & Wine Section;
- ❖ Coordinate negotiations with suppliers and draft related documents.

The ideal candidate should meet the following requirements:

- ❖ A minimum of 3 years of experience in the Food and Wine industries in the US market;
- ❖ Bachelor's degree in Economics, Business Administration, Marketing and/or Communication;
- ❖ Languages required: Italian, spoken and written fluently.

The following requirements are prioritized in the selection process:

- ❖ Proven knowledge and understanding of the foodservice industry, retail and specialty products distribution channels (on premise and off premise);
- ❖ Strong computer skills;
- ❖ Excellent interpersonal and communicational skills;
- ❖ Proven experiences in Government agencies and/or procurement offices;
- ❖ Proven ability to work with technical subject matter and adapt to a variety of audiences (private, or institutional).
- ❖ Project management skills coupled with a high attention to detail and superior multi-tasking abilities;
- ❖ Reference letters from prior employers, with contact person and phone number.

The candidate is required to report to the Head of the Food & Wine Section, Ms. Gioia Morena Gatti.

ITA does not offer working sponsorship: only US citizens or green card holders will be considered for this position.

The candidate may be required to travel internationally if necessary.

Candidates lacking the mandatory requirements above mentioned will not be considered and will not receive a response.

To apply for this position, send your CV and related certification **ONLY BY EMAIL** to g.gatti@ice.it **and** fill in the form <https://goo.gl/forms/xo43qUnpGiJhb2Oc2> by **Wednesday, October 17th 2018 at 5:00 PM EST.**

For additional information about this position, please contact the Italian Trade Agency – New York Office at 33 East 67th Street, 10065 New York, NY - Ms. Gioia Gatti, Head of Food and Wine Section, email: g.gatti@ice.it, Tel. 212-848-0351 or visit our web site www.ice.it/en.

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Position #2: Food and Wine Junior Market Analyst

The candidate will be required to perform the following duties:

- ❖ Cooperation in planning and organizing trade shows and various promotional events like 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;
- ❖ Under direct supervision of the Head of the Food & Wine Section, he/she provides support in implementing basic information and assistance to Italian companies interested in entering the US market, as well as US companies interested in Italian products/ companies/ investments;
- ❖ Under direct supervision of the Head of the Food & Wine Section, he/she supports in negotiations with the suppliers and support supervisors for the document drafting.

The candidate should meet the following requirements:

- ❖ A minimum of 1 years of experience in the Food and Wine industries in the US market;
- ❖ Bachelor's degree in Economics, Business Administration, Marketing and/or Communication
- ❖ Languages required: Italian, spoken and written fluently.

The following skills will be prioritized in the selection process:

- ❖ Proven knowledge and understanding of food service, retail and specialty products distribution channels (on premise and off premise).



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- ❖ Strong computer skills.
- ❖ Excellent interpersonal and communicational skills.
- ❖ Proven ability to work with highly regulated subject and to adapt to a variety of audiences (private or institutional)
- ❖ Project management skills coupled with a high attention to detail and superior multi-tasking abilities;
- ❖ Reference letters from prior employers, with contact person and phone number.

The candidate will report to a senior marketing analyst and under the supervision of the Head of the Food & Wine Team, Ms. Gioia Morena Gatti.

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Candidates lacking the mandatory requirements above mentioned will not be considered and will not receive a response.

The candidate should be ready to travel internationally when required.

To apply for this position, send your CV and related certification **ONLY BY EMAIL** to g.gatti@ice.it **and** fill in the form <https://goo.gl/forms/xo43qUnpGiJhb2Oc2> by **Wednesday, October 17th 2018 at 5:00 PM EST.**

For additional information about this position, please contact the Italian Trade Agency – New York Office at 33 East 67th Street, 10065 New York, NY - Ms. Gioia Gatti, Head of Food and Wine Section, email: g.gatti@ice.it, Tel. 212-848-0351 or visit our web site www.ice.it/en.

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Position #3: Fashion Market Analyst

The candidate will be required to perform the following duties:

- ❖ Plan and coordinate trade shows and various promotional events like seminars, workshops, meetings and mission to/from Italy;
- ❖ Prepare budget and oversees financial commitment;
- ❖ Manage and supervise budget and accounting reporting;
- ❖ Conduct market analysis, perform research projects and monitoring of the fashion sector;

- ❖ Implement basic and customized services being responsible of the quality of services rendered;
- ❖ Source and assist Italian companies planning to access and develop their business in the US market, as well as US companies interested in Italian products/companies/investments, ensuring that the assistance and services offered, even if at times complex, are of the highest quality;
- ❖ Interact and respond to inquiries of Italian companies, under the coordination of the Head of the Fashion Section;
- ❖ Coordinate negotiations with suppliers and draft related documents.

The ideal candidate should meet the following requirements:

- ❖ A minimum of 3 years of experience in the Fashion industry in the US market;
- ❖ Bachelor's degree in Economics, Business Administration, Marketing and/or Arts-Humanities-Communication-Design;
- ❖ Languages required: Italian, spoken and written fluently.

The following requirements are prioritized in the selection process:

- ❖ Proven knowledge and understanding of the fashion retail products distribution channels, with emphasis on E-commerce;
- ❖ Strong computer skills;
- ❖ Excellent interpersonal and communicational skills;
- ❖ Proven experiences in Government agencies and/or procurement offices;
- ❖ Proven ability to work with technical subject matter and adapt to a variety of audiences (private, or institutional).
- ❖ Project management skills coupled with a high attention to detail and superior multi-tasking abilities;
- ❖ Reference letters from prior employers, with contact person and phone number.

The candidate is required to report to the Head of the Fashion Section, Mr. Alessandro Greco.

ITA does not offer working sponsorship: only US citizens or green card holders will be considered for this position.

The candidate may be required to travel internationally if necessary.

Candidates lacking the mandatory requirements above mentioned will not be considered and will not receive a response.



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To apply for this position, send your CV and related certification ONLY BY EMAIL to a.greco@ice.it **and** fill in the form <https://goo.gl/forms/xo43qUnpGiJhb2Oc2> by **Wednesday, October 17th 2018 at 5:00 PM EST.**

For additional information about this position, please contact the Italian Trade Agency – New York Office at 33 East 67th Street, 10065 New York, NY - Mr. Alessandro Greco, Head of Fashion Section, email: a.greco@ice.it, Tel. 212-848-0317 or visit our web site www.ice.it/en.

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The Italian Trade Agency (“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.
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Maurizio Forte
Italian Trade Commissioner
(Signed in original)