



ITALIAN TRADE AGENCY

Los Angeles Office

Date June 29th, 2023

P 0075834/23

JOB OPENING

TEMPORARY MARKET ANALYST S. FRANCISCO AT INNOVIT - THE ITALIAN INNOVATION AND CULTURE HUB VIA STAFFING AGENCY

The Italian Trade Agency (ITA) - Los Angeles Office is seeking **n.1 full time Market Analyst, for Innovit - The Italian innovation and culture Hub in S. Francisco**

In person only, no possibility of remote work.

1. Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

The ITA Los Angeles Office specializes in the promotion of Made in Italy in the following sectors: High tech, Innovation and Start up, Environment technology and Green energy, Life science, Medical Devices and Pharma, Entertainment industry, Chemicals, Bicycles and Motorcycles, among other sectors.

More information on the Italian Trade Agency activities in the US is available at www.ice.it.

ITA - Trade Promotion Section of the Consulate General of Italy
1900 Avenue of the Stars, Suite 350
Los Angeles, CA, 90067
T (323) 879 0950 F (310) 2038335
E-mail: losangeles@ice.it
www.ice.it/en

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015



2. Job Description

The ideal candidate shall support the following promotional activities of ITA at INNOVIT, according to the following tasks:

- Market analysis, research projects, data collection and processing, reports and presentations.
- Promotional activities such as networking event, B2B, seminars, ecc..
- Social media communication and digital marketing, media relationships and PR agencies. Update ITA website with news and information on a regular basis.
- Implements basic and customized services of assistance for Italian companies willing to establish and/or strengthen their business ties with US companies and vice versa.
- Identification and negotiations, with potential US partners (importers, agents, suppliers, etc.) for Italian counterparts and database updating.
- Administrative tasks and accounting reporting.

3. Mandatory Requirements

- Bachelor's degree in international relations, Business Administration, Marketing or any other relevant degree related to the sector of interest of the ITA Los Angeles Office
- Legally authorized to work in the US (holder of US passport or green card or legally authorized to work in the US).
- Fluent in English and Italian (reading, writing and speaking)
- Proficiency in MS office (Word, Excel, Power Point),

The Italian Trade Agency will not sponsor any applicants. Candidates lacking even one of the above-listed requirements will not be selected for an interview.

4. Additional skills and qualifications.

- Experience in a similar role in the private or public sector
- Skillful use of social media accounts for business purposes and/or working with CRM software.
- Excellent organizational, interpersonal and communication skills
- Multitasking ability
- Qualified references from prior employers

5. Work location

INNOVIT - San Francisco Office - 710 Sansome Street, San Francisco, CA, 94111

6. Duration

The position is Full-time 40 hours per week from 9 a.m. to 5 p.m. Mon-Fry including (1 hour lunch break is unpaid)

The temporary contract term is for three/six months, renewable based on funds availability and performance.

7. Compensation

\$38.00 per hour (gross of taxes and any other dues).

- a) The successful candidates will be employed directly by ITA Los Angeles' Staffing Agency
- b) No Health insurance coverage will be offered.

8. Application Process

Interested candidates **must submit the following documentation ONLY BY EMAIL, to: losangeles@ice.it**, Attn. Ms. Alessandra Rainaldi

specifying in the subject line: **Temporary Market Analyst Position at INNOVIT**

- a) Resume
- a) Copy of US passport or green card
- b) For non-US passport or green card holders, copy of Visa and SSN
- c) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

Deadline: July 14th, 2023, at 5:00 pm - PST

No application arriving beyond the deadline can be accepted.

9. Selection procedure

ITA Agency – Los Angeles will acknowledge receipt of all applications, but **only candidates who meet the above-listed requirements will be invited to move forward in the selection process.**

Please note that the application process involves curriculum evaluation and interview to assess the requirements of education, skill, technical qualifications and experience required for the position.



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Please note that this selection could be suspended and/or cancelled 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.

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. Provided that 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 performance and competencies.

IMPORTANT

Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness, and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available at www.ice.it, "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application) – "Code of conduct".

