

RECRUITING ANNOUNCEMENT – 2 Positions immediately available

ITA Los Angeles is seeking to fill two full time Junior Market Analyst positions.

Job description

- Organize, coordinate and take part in promotional activities, such as trade shows pavilions, conferences, business trips and advertisement campaigns
- Develop strategies for promoting Italian products and services in the USA market
- Identify and establish direct contact with USA importers, agents, suppliers, interested in relating with Italian counterparts and update the office's marketing database
- Perform public relation activities including contacts with local authorities and business representatives
- Provide prompt assistance to Italian companies willing to establish and/or strengthen their business ties with USA companies and vice versa
- Utilize existing market reports or commission ad hoc ones to update data on local demand, distribution and trade flows
- Update ITA website with news and information on a regular basis
- Manage and supervise budget and accounting reporting; carry out any assigned administrative task required to prepare the ground for the abovementioned activities (ask for quotations, plan estimated costs, write or edit purchase orders, etc.)
- Carry out any other marketing, analysis, promotional, training and administrative activity suggested by the Director and/or the Vice Director of the office

Qualifications and experience

- Bachelor's degree in Economics, Business Administration or Marketing and/or any other relevant Master's degree
- proficient in English and Italian, both written and spoken
- skillful use of MS office (Word, Excel, Power Point) internet, email, google suite
- knowledge of American and Italian economic and industrial framework, as well as of Italian institutions and related dynamics
- orientation to detail and client service, excellent organizational, interpersonal and communication skills
- availability to travel in USA and internationally, when required
- professional appearance and demeanor
- experience in other TPO a plus
- experience in accounting a plus

Salary and Compensation

Compensation will be based on applicant's experience and will range from \$3,200.00/month plus benefits (Junior Marketing Officer) gross of taxes and any other dues for a full-time position to \$3,400.00/month in case of experienced applicants. After successful completion of an introductory and probationary period (less than one year) a 13th monthly instalment will be paid.

Employment Status

Applicants must be legally authorized to work in the US, i.e. be a US citizen or have a green card. The Italian Trade Agency will not sponsor any applicants.

Instruction for candidature submission

Candidates who meet the requirements and specifications, and who are willing to be part of the Italian Trade Agency in Los Angeles, are invited to fill in the on line form <https://forms.gle/hTkmzWpNMwPM4jAW6> and send by email to losangeles@ice.it, the following:

- most recent CV
- copy of degree
- copy of passport or green card
- any other document useful to assess previous experience or qualifications
- the attached form filled in

The email should be specifying in the subject line **Junior Market Analyst Position**

Deadline: April 18, 2019. No application arriving beyond the deadline can be accepted.

ITA will acknowledge receipt of all applications, but only candidates that qualify will be invited for a selection, by April 23, 2019.

Please note that the application process involves skill testing, as follow:

- Written test in English and in Italian on Marketing and Economics (April 26, 2019)
The candidates must score at least 70/100 to be admitted to the second test.
The written test is aimed to ascertain relevant knowledge, language included, and strength of reasoning.
- Practical test on MS office, interview in English and Italian (May 9 or 10, 2019). The candidates can score up to 100 points.
The practical test is aimed to ascertain informatic skills (up to 30 points), while the interview will focus on motivation, organizational skills, and strength of reasoning. (up to 70 points).

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The Italian Trade Agency 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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The recruitment is subject to a no-objection statement from the Italian Embassy in USA. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement.

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”.

The Italian Trade Agency:

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our 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.

Some of the services provided are:

- identification of possible business partners,
- bilateral trade meetings with Italian companies,
- trade delegation visits to Italy,
- official participation in local fairs and exhibition forums,
- seminars with Italian experts

The **ITA Los Angeles office** specializes in the promotion of high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.