



ITALIAN TRADE AGENCY

Houston Office

JOB OPENING

JUNIOR TRADE ANALYST POSITION

The Italian Trade Agency (ITA) - Houston Office is seeking **n.2 full time Junior Trade Analyst**.

1. 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.

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.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

The **ITA Houston Office** specializes in the promotion of Made in Italy in the following sectors: Aerospace Industry, Agricultural Machinery and Equipment, Athletic Field Equipment, Construction and Earthmoving Equipment, Fitness Center Equipment, Flat Glass, Glass Working Equipment, Jewelry (Fine and Costume), Jewelry Making Machines, Mining Equipment, Oil and Gas Equipment, Pet products, Playground and Amusement Park Equipment, Professional Dry-cleaning and Laundry Equipment, Recreational Firearms, Religious and Funerary Articles, Sporting Goods, Textile Machinery, Finishing and Laundering Equipment, Toys and Games, Woodworking Equipment, Work Safety Equipment (including Safety Apparel).

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



ITALIAN TRADE AGENCY

2. Job description

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

- Cooperate on promotional activities such as trade shows exhibitions, conferences, business trips and advertisement campaigns.
- Market analysis, research projects, data collection and processing, reports and presentations.
- Production of events, media relations and PR Agency. Update ITA website with news and information on a regular basis.
- Social media communication and digital marketing.
- 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.
- Budget supervision, administrative activities and accounting reporting.

3. Mandatory Requirements

- US Citizen or Green Card holders or US Tax Resident. **The Italian Trade Agency will not sponsor any applicants.**
- Bachelor's Degree in Economics, International Relations, Business Administration, Marketing or Communication and/or any other relevant master's degree.
- Proficiency in English and Italian (spoken and written).
- Proficiency in Microsoft Office (Word, Excel, Power Point).

Candidates lacking even one of the above listed requirements will not be considered.



ITALIAN TRADE AGENCY

4. Work location

Italian Trade Commission
777 Post Oak Blvd, Suite 320 – Houston (TX) 77056

The candidate may be required to travel in US and internationally, if necessary.

5. Salary and Compensation

Monthly compensation **will be \$ 3,500.00, gross of taxes and any other dues, plus a 1 monthly salary.**

Due to the fiscal status of Italian Trade Agency in the US, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by US laws, both at federal level and state level.

Health insurance coverage will be offered.

6. Duration

The permanent position is full-time i.e., 40 hours per week.

7. Application Process

Interested candidates must:

1. Fill out the [online application form](#)
2. Submit **the following documents, ONLY BY EMAIL, to: f.giustarini@ice.it**

Attn. Mr Fabrizio Giustarini, specifying in the subject line “Junior Trade Analyst Position”:

- a) Resume.
- b) Copy of US passport or green card.
- c) For non-US passport or green card holders, copy of visa and social security
- d) Substitutive declaration of possession of requirements (attached), duly fill in and signed.

- e) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

Deadline: March 31st, 2022, at 5:00 pm - CST

No application arriving beyond the deadline can be accepted.

8. Selection procedure

ITA 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 skill testing, as follow:

1. **Written test** in English and in Italian on: Italian Trade Agency International (please check www.ice.it for useful information about ITA), Marketing/International Trade. The written test is aimed to assess relevant knowledge, language included, and strength of reasoning (**up to 50 points**).

The candidates **must score at least 35 points** to be admitted to the interview and to the practical test.

April 20th, 2022, at 10:00 am - CST

2. **Interview, in English and in Italian**, focused on the same subjects as the written test and on motivation, organizational skills, and strength of reasoning (**up to 30 points**).

April 20th, 2022, at 2:00 pm - CST.

3. **Practical test** aimed to assess IT skills (**up to 20 points**)

April 20th, 2022, at 4:00 pm – CST

Please note that:

- the selection will take place in person at the ITA Agency's Office (777 Post Oak Blvd, Suite 320 – Houston (TX) 77056.

- the selection procedure will be carried out according to the Office anti-covid Protocol (wearing a mask and social distancing) and proof of Covid-19 vaccination and a negative PCR test will be required for participation.



ITALIAN TRADE AGENCY

After testing, each candidate will be ranked on a **100 points scale**.

Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.

The list will be published on the ITA website.

The position will be offered to the eligible candidate with the **highest score** unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicant, according to a list that will remain valid for 12 months.

9. Important Notice

This selection could be suspended and/or cancelled at any moment and for any reason or no reason by ITA at its sole discretion, without creating by obligation and/or expectation or reliance on the part of eligible candidates.

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, that will take 45 days.

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".

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 performances and competencies.