

**THE ITALIAN TRADE AGENCY,  
NEW YORK OFFICE has one job opening:**

**1) Temporary Fashion Market Analyst and Retail  
Partnerships Assistant**

**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](http://www.ice.it)

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Job Positions available:

**Temporary Fashion Market Analyst and Retail Partnerships Assistant**

The candidate will be required to perform the following duties:

- ❖ Organize, coordinate and take part in promotional activities, such as, for example, trade show pavilions, exhibitions, conferences, retail partnerships and advertisement campaigns;
- ❖ Coordinate negotiations with potential retail partners and draft related documents;
- ❖ Organize events, coordinating production, media relations and PR agencies;
- ❖ Coordinate Social Media communication;
- ❖ Perform public relations activities including contacts with local authorities and business representatives;
- ❖ 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;
- ❖ Provide prompt assistance, to Italian and USA companies willing to establish and/or strengthen their business ties with companies of the other country;
- ❖ Carry out any assigned administrative task required to prepare the ground for the above mentioned activities;
- ❖ Interact and respond to inquiries of Italian companies, under the coordination of the Head of the Fashion Section.

The ideal candidate should meet the following requirements:

- ❖ A minimum of 5 years of experience in the fashion industry in the Italian and US markets;
- ❖ Bachelor's degree in Economics, Business Administration, Marketing and/or Arts-Humanities-Communication-Design;
- ❖ Proficient in English and Italian languages.

The following requirements are prioritized in the selection process:

- ❖ Proven knowledge and understanding of the fashion retail products distribution channels;
- ❖ Proven wide network of contacts in the Italian and American fashion system;
- ❖ Proven ability to devise and implement a strategy for marketing of and communication about fashion content;
- ❖ Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, etc.;
- ❖ Skillful use of applications such as MS office, particularly Word, Excel and Powerpoint, internet and email software;
- ❖ Proven experiences in Government agencies and/or procurement offices;
- ❖ Excellent interpersonal and communicational skills;
- ❖ Project management skills coupled with a high attention to detail and superior multi-tasking abilities.

ITA will offer to the successful candidate a contract to run initially through June 30<sup>th</sup>, 2020, renewable based on funds availability and performance.

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



ITALIAN TRADE AGENCY  
ICE - Italian Trade Commission

**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.

To apply for this position, fill in the form on line <https://goo.gl/forms/oUCJ6ebnsIWg4S8A2> by **Friday, March 15th 2019 at 5:00 PM EST** and send ONLY BY EMAIL to [a.greco@ice.it](mailto:a.greco@ice.it) the following:

- your CV;
- copy of Passport or Green card (for non-US citizens).

**Only candidates with all requirements will be invited for a selection.**

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