



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

Trade Promotion Section of the Consulate General of Italy

New York Office

## **JOB OPENING**

### **FOOD AND WINE JUNIOR MARKET ANALYST**

#### **Job description**

The New York office of the Italian Trade Agency (ITA) is seeking **n.2 full-time Food and Wine Junior Market Analyst**.

The ideal candidate should have the following qualifications:

- A degree in Economics, Business Administration, Marketing and/or Communication;
- Experience in the food and wine trade industry in the Italian and US markets;
- Understanding of the food and wine retail products distribution channels;

#### **Duties**

The candidate will be required to perform the following duties:

- Cooperation in planning and organizing trade shows and various promotional events such as 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;
- Assist the Head of the Food & Wine Section in providing basic information to Italian companies interested in entering the US market, as well as US companies interested in Italian products/ companies/ investments;
- Assist the Head of the Food & Wine Section in negotiations with suppliers and vendors;
- The candidate may be required to travel domestically and internationally.

#### **Work location**

Italian Trade Commission, New York Office  
33 East 67<sup>th</sup> Street – New York City, NY 10065

#### **Requirements**

- Bachelor's Degree in Economics, Business Administration, Marketing and/or Communication
- US citizens or green card holder;
- Fluent in English and Italian;
- Proficiency in Microsoft Office (PowerPoint, Word, Excel).

**ITA does not sponsor a working visa**

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



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Moreover, preference will be given to candidates with the additional skills and qualifications:

- A minimum of 1 year of experience in the Food and Wine trade industries in the US market with specific reference to imported goods from Italy;
- Proven knowledge and understanding of the food-service industry, retail and specialty products distribution channels (on premise and off premise);
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, etc.;
- Proven ability to work with technical subject matter and adapt to a variety of audiences (private, or institutional);
- Excellent interpersonal and communicational skills;
- 1 or more qualified references from prior employers.

### **Salary and Compensation**

Compensation will be **\$44,200 yearly**.

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.

### **Italian Trade Agency**

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.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

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*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.*

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## **Application Process**

### **Documents submission:**

Interested candidates must:

1. submit, **ONLY BY EMAIL**, to: [p.guida@ice.it](mailto:p.guida@ice.it) Attn. Paola Guida specifying in the subject line: **“Food and Wine Junior Market Analyst Position”** all the following documents:

- their **resume**
- copy of bachelor’s degree certificate;
- copy of US passport or green card;
- any other document useful to assess previous experience or qualifications (ex. Writing samples)

2. Fill out the [Online Registration Form](#)

**Deadline: September 9<sup>th</sup>, 2021 at 1:00 pm (EST).**

### **Selection procedure**

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited by September 13<sup>th</sup>, 2021 to move forward in the selection process.** Please note that the selection process includes the passing of a written test:

1. **Written test** in English and Italian on the following subjects: International Marketing and Communication (**September 17<sup>th</sup>, 2021**)  
The candidates may score **up to 50 points** and must score **at least 35 points** to be admitted to the Practical test.  
The written test is aimed to ascertain relevant knowledge of International Marketing and Communication and assess the candidate strength of reasoning.
2. **Practical test and Interview in English and Italian** (**September 23<sup>rd</sup>, 2021**).  
The candidates may score **up to 50 points**. The practical test is aimed to ascertain IT skills (**up to 15 points**). The interview, conducted either in English or Italian, will focus on skills, qualifications, motivation and strength of reasoning (**up to 35 points**).

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 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 applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA website.

### **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 any obligation and/or expectation or reliance on the part of eligible candidates.**