



ITALIAN TRADE AGENCY

Chicago Office

JOB OPENING

2 JUNIOR TRADE ANALYST POSITIONS (M1)

The Italian Trade Agency

The Italian Trade Agency ITA - The 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.

The ITA Chicago Office specializes in the promotion of Made in Italy in the following sectors: Private Label Products/Large Retail, Supermarket Chains, Books and Publishing, Machinery & Technology, Advanced Manufacturing Technology, Automobiles, Parts & Accessories, Food Processing Equipment (except Winemaking Equipment), Hardware and Tools, Leatherworking and Shoemaking Equipment, Metalworking Machine Tools and Robotics, Motors, Transmissions & Gears, Packaging Equipment, Packaging Products, Papermaking Equipment, Plastics and Rubber Manufacturing Equipment, Printing & Graphic Arts Machinery. More information on the Italian Trade Agency's activities in the US is available at www.ice.it.

Job description

The Italian Trade Agency (ITA) - Chicago Office is seeking n.2 full-time Junior Trade Analyst positions (M1).

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

- Cooperating in planning and organizing promotional activities such as trade shows exhibitions, seminars, workshops, advertisement campaigns, meetings, and missions to/from Italy
- Market analysis, research projects, data collection and processing, reports and presentations
- Update the ITA website with news and information regularly
- Assist the Trade Analyst in providing basic information to Italian companies interested in entering the US market, and in negotiations with suppliers and vendors
- Social media communication and digital marketing
- The candidate may be required to travel domestically and internationally.

Mandatory Requirements

- Bachelor's Degree
- Permanent residency (US Citizen or Green Card holders). ITA does not sponsor a working Visa
- Fluent in English and Italian (spoken and written)
- Proficiency in Microsoft Office (PowerPoint, Word, Excel)

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

Preferential requirements

- Experience in working with governments or public institutions internationally and/or in the USA
- Excellent knowledge of social media (Instagram, LinkedIn, Twitter, Facebook) and marketplaces
- Excellent organizational, interpersonal, and communication skills
- Project management and multitasking ability
- 1 or more qualified references from prior employers

Work location

Italian Trade Agency: 401 North Michigan Ave, Suite 1720, Chicago, IL, 60611

Salary and Compensation

Monthly compensation **will be \$ 4.500,00 gross of taxes and any other dues, plus a 1 monthly salary (for a total of \$ 58.500,00 yearly) and a yearly bonus based on performance and availability of funds.**

Due to the fiscal status of the 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 the federal level and state level.

Health insurance coverage will be offered.

Duration

Full-time job: 40 hours per week from 8 a.m. to 4 p.m. Mon-Fry including 1 hour lunch break.

Application Process

Interested candidates must:

1. Fill out the online application [form](#)
2. Submit the following documents, **ONLY BY EMAIL**, to: chicago@ice.it Attn. Mr. **Marco Verna**, Trade Commissioner ITA Chicago, specifying in the subject line "**Junior Trade Analyst Position**" (M1):
 - a) Resume
 - b) Copy of qualification (degree)

- c) Copy of US passport or green card
- d) Substitutive declaration of possession of requirements (attached), duly filled in and signed
- e) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

Deadline

July 3rd, 2024, at 1:00 pm – CST

No application arriving beyond the deadline can be accepted.

Selection procedure

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

Candidates admitted to the selection procedure will receive an invitation via email.

The selection will take place in person at the ITA Agency's Office (401 North Michigan Ave, Suite 1720, Chicago, IL, 60611).

The candidates will be selected by a Commission of three members appointed by the Trade Commissioner of ITA Chicago among the permanent staff of ITA Chicago/Consulate General of Italy or other Italian public institutions present in the Country.

The selection procedure will involve skill testing, as follows:

1. Written test (up to 50 points) - July 9th, 2024, at 10:00 am - CST

The test is aimed to assess relevant knowledge, language included, and strength of reasoning.

Multiple choices (30 questions - 30 minutes) on the following subjects: International Marketing, Communication, ITA's activity, Italian language.

The candidates must score at least 30 points to be admitted to the practical test.

2. Practical test (up to 15 points - 10 minutes) - July 9th, 2024, at 11.30 am - CST.

The test is aimed at assessing IT skills.

The candidates must score at least 10 points to be admitted to the assessment interview.

3. Assessment Interview (up to 20 points - 10 minutes) - July 9th, 2024, at 12.30 pm - CST.

The interview - in English and in Italian - is aimed to assess the motivation, organizational skills, and strength of reasoning.

The candidates must score at least 12 points to be admitted to the linguistic interview.

4. Linguistic Interview to verify language skills (up to 15 points – 10 minutes) - July 9th, 2024, at 1.00 pm - CST.

The candidates must score at least 12 points to be eligible and shortlisted.

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

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 24 months.

The recruitment is subject to a no-objection statement from the Italian Consulate General of Italy in Chicago. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such an official statement, which will take approximately 45 days.

Important Notice

This selection could be suspended and/or canceled 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.

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 and in any dealing, with its partners, customers, and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available on the website at the following link:

<https://ice.patisweb.it/download/322.html>

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.

DICHIARAZIONE SOSTITUTIVA POSSESSO REQUISITI

Nome:	[.....]
Data e luogo di nascita:	[.....]
Posizione per cui si candida:	JUNIOR TRADE ANALYST
Indirizzo postale:	[.....]
Telefono:	[.....]
E-mail:	[.....]

IL CANDIDATO DICHIARA DI:

Essere cittadino americano o essere in possesso di carta verde	<input type="checkbox"/> Sì <input type="checkbox"/> No
Essere fiscalmente residente negli USA	<input type="checkbox"/> Sì <input type="checkbox"/> No
Non aver riportato condanne penali e non avere carichi pendenti:	<input type="checkbox"/> Sì <input type="checkbox"/> No

Il sottoscritto dichiara formalmente che le informazioni sopra riportate sono veritiere e corrette e che è consapevole delle conseguenze, anche di natura penale, di una grave falsa dichiarazione, previste dall'ordinamento italiano e dall'ordinamento locale. Il sottoscritto autorizza formalmente ICE Agenzia a svolgere un background check volto a verificare il possesso dei requisiti richiesti e la veridicità delle dichiarazioni rese.

Il sottoscritto si impegna a presentare la documentazione attestante quanto sopra dichiarato nel caso in cui, al termine del processo di selezione, risultasse vincitore. Tale documentazione dovrà pervenire alla sede di Chicago entro 30 gg. dalla data in cui gli esiti della selezione verranno comunicati.

[Luogo e data]

[firma]

**INFORMATIVA SULLA PROTEZIONE DELLE INFORMATIVA SULLA PROTEZIONE DELLE
PERSONE FISICHE CON RIGUARDO AL TRATTAMENTO DEI DATI PERSONALI
Regolamento (UE) 2016/679, art. 13**

Il trattamento dei dati personali è improntato ai principi di liceità, correttezza e trasparenza a tutela dei diritti e delle libertà fondamentali delle persone fisiche. A tal fine, si forniscono le seguenti informazioni:

1. Il titolare del trattamento è l'ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (di seguito solo ICE-Agenzia) che, nel caso specifico, opera per il tramite dell'Ufficio di CHICAGO, 401 n. Michigan Ave #1720– Chicago 60611, IL – chicago@ice.it

2. L'ICE – Agenzia dispone di un responsabile della protezione dei dati personali che, in caso di quesiti reclami, può essere contattato ai seguenti recapiti: ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane - Via Liszt, 21 – 00144 Roma; e-mail: privacy@ice.it.

3. I dati personali chiesti sono necessari per la selezione dell'operatore economico a cui sarà affidata la prestazione oggetto dell'appalto.

4. Il conferimento dei dati è un obbligo previsto dalla normativa italiana e l'eventuale rifiuto a fornire i dati richiesti comporta l'esclusione dalla procedura di selezione o dall'affidamento.

5. Il trattamento sarà effettuato in modalità manuale o informatizzata da personale appositamente incaricato.

6. I dati saranno comunicati agli organi di controllo interni ed esterni del ICE-Agenzia. Con la firma della presente informativa, l'interessato dà il suo consenso alla comunicazione dei predetti dati anche alle competenti autorità locali per la loro verifica e alla pubblicazione degli elementi essenziali del contratto stipulato nel sito internet del committente conformemente alla normativa italiana sulla trasparenza dei contratti pubblici.

7. I dati sono conservati per un periodo minimo di 5 anni a decorrere dal momento in cui ha termine il rapporto contrattuale per completamento dell'esecuzione o per altra ragione, ivi inclusa la risoluzione per inadempimento. Questo termine è sospeso in caso di avvio di un procedimento giudiziario.

8. L'interessato può chiedere l'accesso ai propri dati personali e la loro rettifica. In questi casi, l'interessato dovrà presentare apposita richiesta ai recapiti indicati al punto 1, informando per conoscenza il responsabile della protezione dei dati dell'ICE-Agenzia ai recapiti indicati al punto 2.

9. Se ritiene che i suoi diritti siano stati violati, l'interessato può presentare un reclamo al responsabile della protezione dei dati dell'ICE-Agenzia. In alternativa, può rivolgersi al Garante per la protezione dei dati personali (Piazza di Monte Citorio 121, 00186 Roma, tel. 0039 06 696771 (centralino), e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it) o all'autorità giudiziaria.

[Luogo, data]

Firma dell'interessato
per presa visione e accettazione

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