



Chicago Office

Marketing Assistant - Italian Trade Agency- Chicago Office

The Italian Trade Agency- Chicago office, is seeking to fill a temporary marketing assistant position.

Daily Tasks are (but not limited to the following)

- Assist with planning, budgeting and implementation of trade shows related activities and trade delegations to and from Italy; travel to Italy (may include travel to Italy on special occasions)
- Assist Senior Marketing Specialist in the development of budget for advertising campaigns
- Assist in contacting external counterparts including service providers and responding to their inquiries
- Manage database registry of Italian food and non-food producers for Major US Supermarket Retailers (GDO) purposes.
- Providing guidance and assistance to Italian food and beverages producers related to ITA's Chicago promotional website italianprivatelabel.com,
- Regularly update ITA's Chicago portals + institutional portal
- Create, manage and update databases of major US retail buyers lists (by product categories) to contact for future marketing initiatives,
- Track all data/reporting for major US retail partners promotional "in-store" and "on-line" marketing initiatives (inclusive of indicators) + external digital marketing initiatives
- Oversee national supermarket audit component via external agency.
- Any other activity related to the main tasks assigned by the Senior Marketing Specialist or the Office Director

Qualified Candidates should have

- Bachelor's degree and a minimum of two years' work experience or master's degree in marketing and business development
- Orientation to detail and client service, resourcefulness, enthusiastic
- Excellent organizational and communication (written and oral) skills
- Skillful use of applications: MS office, particularly Word, Excel and PowerPoint, internet, email and database software
- Knowledge of and experience in utilizing Social Media applications, with an understanding of a wide variety of community platforms
- Professional appearance and demeanor
- Intermediate and/or advanced knowledge of Italian preferred.
- Food enthusiast is a plus



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Chicago Office

Duration of contract, compensation, hours and Employment status.

An initial 6-month contract will be offered, with the possibility of a renewal based on performance and funds availability.

Salary range is between \$3,000 - \$3,500.00 gross based on experience and qualifications. All federal, state and social security contributions are the individuals' responsibility. No health insurance is being offered. The job is full time, in office premises. (40 hours per week).

Applicants must be legally authorized to work in the USA. The Italian Trade Agency will not sponsor any foreign employees.

What is ITA?

The Italian Trade Agency is the government organization which promotes the internationalization of Italian companies in line with the strategies of the Ministry for Economic Development. The ITA provides information, support and advice to Italian and foreign companies. In addition to its Rome headquarters the ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

The ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in trade shows, including exhibitions and conferences
- seminars with Italian experts.

ITA Chicago office specializes in machinery, automotive, major food retailers, private label sector, and publishing, among other sectors. More information on the Italian Trade Agency activities in the USA is available at <https://www.ice.it/en/>

Inquiry Submission Particulars

Applications can be submitted through the website www.indeed.com at the page <https://www.indeed.com/job/marketing-assistant-italian-trade-agency-chicago-office-a7fa1347aff6389c>

Applications and other inquiries may be submitted also via email to chicago@ice.it specifying in the subject line Marketing Assistant Position.

The deadline for applying is November 23, 2020.

Interviews will be conducted soon thereafter.