



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission

**POSITIONS AVAILABLE IMMEDIATELY
@
THE ITALIAN TRADE COMMISSION
NEW YORK OFFICE**

**May 22nd, 2017
Food and Wine Marketing Officer
and
Junior Food and wine Marketing Officer**

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.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, and 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:

- Identification of possible business partners.
- Bilateral trade meetings with Italian companies.
- Trade delegation visits to Italy.
- Official participation in local fairs and exhibitions.
- Forums and seminars with Italian experts.

For more details, contact the Italian Trade Agency – New York Office at 33 East 67th Street, 10065 New York, NY (Mrs. Gioia Morena Gatti, Head of Food and Wine Section, email: g.gatti@ice.it; Tel. Direct 212-848-0351) or visit our web site www.italtrade.com).



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Position available:

1) Food and Wine Marketing Officer

Job Description:

- ❖ Planning and coordinating trade shows and different promotional events like seminars, workshops, meetings and mission to/from Italy;
- ❖ Preparing budget and oversees financial commitment;
- ❖ Budget administration and accounting reporting;
- ❖ Conduct Market analysis of the food and wine sector;
- ❖ Research projects for different industry sectors;
- ❖ Sourcing and assisting Italian companies planning to penetrate the US market, as well as US companies interested in Italian products/companies/ investments;
- ❖ Being responsible of dealing with the inquiries of Italian companies, under the coordination of the Head of the Food & Wine Section;
- ❖ Coordinating negotiations with the suppliers and draw up the related administrative documents/contracts;
- ❖ Working under the supervision of the Head of the Food & Wine Section, Ms. Gioia Morena Gatti.

Requirements:

- ❖ At least 3 years of experience in the Food and Wine industries in the US market documented by the last employers.
- ❖ Knowledge and understanding of the foodservice, retail and specialty products distribution channels (on premise and off premise).
- ❖ Bachelor degree in Economics, Business Administration, Marketing and/or Communication.
- ❖ Strong computer skills.
- ❖ Excellent interpersonal and communicational skills.
- ❖ Languages required: Italian, spoken and written fluently.
- ❖ Additional skills: ability to work with technical subject matter and adapt to a variety of audiences (private, or institutional). Project management skills coupled with a high attention to detail and superior multi-tasking abilities.

The candidate should be ready to travel internationally when required.

2) Junior Food and Wine Marketing Officer

Job Description:

- ❖ Provide support in planning and organizing trade shows and various promotional events like seminars, workshops, meetings and mission to/from Italy;
- ❖ Collect and organize financial data for budget control;

33 East 67th Street
New York, NY 10065-5949
newyork@ice.it
T (001) 212 980 1500 – F (001) 212 758 1050
www.ice.gov.it
www.italtrade.com

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l'internazionalizzazione delle imprese italiane
Via Liszt, 21 – 00144 - ROMA
Part. IVA 12020391004



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- ❖ 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;
- ❖ Provide information and assistance to Italian companies interested in entering the US market, as well as US companies interested in Italian products/companies/investments;
- ❖ Coordinating negotiations with the suppliers and draw up the related administrative documents/contracts;
- ❖ Work under the coordination of a senior trade analyst and under the supervision of the Head of the Food & Wine Team, Ms. Gioia Morena Gatti.

Requirements:

- ❖ Knowledge and understanding of food service, retail and specialty products distribution channels (on premise and off premise).
- ❖ Bachelor degree in Economics, Business Administration, Marketing or Communication.
- ❖ Strong computer skills.
- ❖ Excellent interpersonal and communicational skills.
- ❖ Languages required: Italian, spoken and written fluently.
- ❖ Other skills: ability to work with technical subject matter and adapt to a variety of audiences (private or institutional). Project management skills coupled with a high attention to detail and superior multi-tasking abilities.

The candidate should be ready to travel internationally when required.

ITA does not sponsor ANY working visa. 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 any necessary requirements 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 on the basis of performance and competencies.

Please send your CV (European style) and related certification ONLY BY EMAIL to g.gatti@ice.it by Friday, June 2nd 2017 at 5:00 PM EST.

Best regards,

Maurizio Forte
Italian Trade Commissioner
(Signed in original)

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