



Vacancy: Part-time Trade Assistant (m/f)

(21/04/2010)

Flanders Investment and Trade is looking for 1 part-time assistant (m/f) to help with the promotion of exports from and inward investment to Flanders, starting from 1 July 2010.

The job involves carrying out research and marketing on behalf of Flemish companies wishing to increase their sales turnover in the UK. It includes the compilation of relevant address lists, tracing potentially interesting clients, translating commercial articles, carrying out market research in certain sectors, co-ordinating visits for Flemish exporters to the UK and involvement in organising trade promotion events.

Most Important tasks:

- Answering questions from Flemish or local businesses;
- Actively collecting information that may be useful to Flemish businesses;
- Preparation of individual canvassing trips;
- Preparation of market and sector studies;
- Follow-up of existing contacts ;
- Management of address books and reference books;
- Translation work;
- Reporting to the Flemish economical representative;
- Being responsible for the reception desk and providing administrative & logistical support where necessary.

Required skills:

- Minimum diploma: Bachelor closely linked to the main assignments of the function holder;
- Basic knowledge of the IT applications used (Word, Excel, Outlook, PowerPoint);
- Fluent English and Dutch.

Work experience in an international environment and/or knowledge of the local terminology/(business) culture is considered to be an advantage.

This is a varied, fun and busy job for a dynamic bilingual (Dutch/English) Bachelor.

Should you be interested, please send your CV (before 31/05/2010) to:

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