

## Assistant to the Flemish Economic and Commercial Representative Flanders Investment & Trade – Warsaw (Poland)

### About Flanders Investment & Trade

Flanders Investment & Trade (FIT) is the economic representation of Flanders abroad, well represented in the major trading nations.

As a trade promotion agency we bring buyers into contact with Flemish producers. At the same time we help Flemish companies with their export plans.

Our services are also focused towards providing advice and guidance to companies with an investment project in Flanders.

### Job description

Flanders Investment & Trade (FIT) is looking for an Assistant to the Flemish Economic Representative (M/F) for its office in Warsaw. You will be responsible for assisting the Representative in the execution of his/her tasks. We're looking for an enthusiastic and eager colleague who wants to be part of a small, focused team in a high-energy environment.

- Pro-active information gathering and screening;
- Answering of questions received by Flemish or local companies;
- Prepare individual prospection trips of Flemish companies;
- Desk top research and preparation of market studies;
- Writing proposals to companies and answering questions about doing business in Flanders;
- Regular telephone contacts with potential and existing contacts;
- Organization of special projects and activities;
- Participation in relevant trade shows and meetings with potential partners;
- Database management;
- Accounting;
- Respond to email and phone inquiries;
- Coordination with internal and external partners:
- Keeping of office agenda;
- Filing;
- Administrative tasks.

### Skills and experience

- Bachelor Degree, preferably in Commerce, International Business or similar;
- Several years of experience in an international environment;
- Knowledge of MS Office Suite, CRM, and Online Media;
- Excellent communication skills;
- Fluency in Polish and English
- Ability to manage a wide variety of tasks and meet deadlines;
- Comfortable interacting with ability to quickly forge professional relationships.

### Selection Procedure

- Candidates should send a motivation letter, CV and salary expectations to the address mentioned below;
- FIT will only contact applicants selected to go into the interview phase of the selection process;
- One or more interviews will be held and could contain a written assignment;

### What we offer

- A fixed full time contract, starting earliest 1<sup>st</sup> October 2024
- A competitive salary package;
- Open, informal and multinational working environment;

Please email motivation letter, CV and salary expectations to: [vacancyfitwarsaw@fitagency.com](mailto:vacancyfitwarsaw@fitagency.com)

Application deadline: 10<sup>th</sup> October 2024