

The Brussels Business Support Agency, HUB.Brussels, at the Embassy of Belgium in Beijing is hiring an **Investment Promotion Officer**. You'll join the team of HUB.Brussels in China, and have a chance to assist companies in doing business in Belgium and China.

Mission and Responsibilities

- To assist the Economic and Commercial Consul for the Brussels-Capital Region based in Shanghai
- To promote Brussels as a preferred destination for outward investment from China
- To do prospection of business opportunities, including research, maintaining a database, visiting companies, and reporting
- To organize professional events: economic missions, seminars, meetings,...
- To build and use an effective network of contacts within the commercial community and with government officials
- To organize visits of delegations and business trips
- To keep the agenda and organize meetings
- To file documents and maintain the filing system operational
- To be the contact person in first line for companies, organizations, authorities etc. seeking contact and to provide useful information
- To do administrative tasks and office management, including translation
- You'll report directly to the Economic and Commercial Consul in Shanghai
- If requested the Investment Promotion Officer may have to fulfill other tasks carrying out tasks in the interest of the service.

Requirements

We are looking for a team-player

- You have obtained a university degree with excellent academic record. Degree in economy or related subject is a plus.
- You have some relevant work experience in business management, investment promotion and/or international trading
- You have a proven track-record in business in Beijing
- You are a multitasker, flexible and proactive, and able to deliver quality under pressure.
- You have great organizational, communication, social and presentation skills
- Strong networking capabilities
- You are fluent in Mandarin and English. Being proficient in French or Dutch is a big plus
- You have a good knowledge of Outlook, Word, Powerpoint, and Excel, and social media
- Having a good knowledge of Belgium and Brussels, is a big plus.

Practical details

Starting date: Upon availability

Duration: 1 year with probation period of 3 months

Contract under Chinese law

Full-time position

How to apply?

To apply for this position, write to Mattias DEBROYER by sending your CV and motivational letter to shanghai@brusselsinvestexport.com, **before 23 March 2018**.

About HUB.Brussels

HUB.Brussels is the Brussels Business Support Agency of the Brussels-Capital Region of Belgium. HUB.Brussels assists Brussels-based companies in doing business in China and promotes Brussels as an ideal investment destination for Chinese companies. HUB.Brussels organizes a wide variety of events ranging from economic missions, to B2B matchmaking meetings, seminars and economic missions.