

## Job Vacancy – Zurich

Flanders Investment & Trade (FIT) is the Flemish-Belgian Government Agency promoting sustainable International Business (Export and Investment), in the interest of Flanders based companies and overseas enterprises ([www.flandersinvestmentandtrade.com](http://www.flandersinvestmentandtrade.com)).

The Flemish Economic Representation within the Consulate of Belgium in Zurich is looking for a full-time Assistant to the Flemish Economic Representative.

### Job description

The main task of the Flemish Economic Representation is to support Flemish companies exporting to Switzerland, as well as Swiss companies seeking to locate in Flanders. More information can be found at <http://www.flanderstrade.com> and <http://www.investinlanders.com>.

### The job requires:

- Contacting and corresponding with Flemish and Swiss companies
- Collecting and sorting market and sector information from various sources
- Supporting in preparing meeting programs and agendas for trade missions and trade/invest related projects
- Writing reports
- Developing and maintaining contacts with companies and organizations
- Performing office and administrative tasks, including accounting

### Required skills:

- Minimum of a Bachelor's degree, closely related to the main assignments of the function
- Three years of working experience in an international environment
- Interest in marketing & communication, international business and project management
- Sense for initiative, detail, responsibility and loyalty is highly valued
- Preferably German or Dutch native speaker with good knowledge of German, Dutch and French
- Knowledge of local business terminology and experience in regulatory and legal issues would be an asset when researching, on behalf of Flemish companies, the local terms to execute business projects in Switzerland.
- Valid work permit
- Bookkeeping experience
- Excellent computer literacy, including the usual Microsoft Office applications: Word, Excel and PowerPoint

- Candidate must be customer-oriented, reliable, flexible and conscientious in follow-up of requests and organization of actions. He/she needs to show proficiency in planning and timely follow-up

Motivated candidates are offered:

- Job in international environment
- Varied tasks and responsibilities
- Possibility to work independently

Please send your cover letter and CV, including all contact details and salary expectations, in German or Dutch, before 23 March 2020 to:

**Flanders Investment & Trade – c/o Consulate of Belgium in Zurich**

Att. Michel Patteet, Trade Counsellor

Gartenstrasse 36, 8002 Zürich

or by email to: [zurich@fitagency.com](mailto:zurich@fitagency.com)

Based on screening of CV's, only selected candidates will be contacted and invited for an interview on 8 April 2020.