

## Job vacancy:

Flanders Investment & Trade (FIT - [www.flandersinvestmentandtrade.com](http://www.flandersinvestmentandtrade.com)) is recruiting a Brexit Support Office Coordinator for its delegation in Edinburgh, Deputy to the Economic Representative of Flanders in London to join the UK team to start asap and ending 31/12/2023.

## Location:

You will be based in our Edinburgh office.

## Job description:

You will be responsible for:

- General office administration
- Answering brexit related enquiries for business development in the UK and setting up in Flanders
- Organising professional events to actively promote Flanders, its companies and attract inward investment in particular to mitigate the consequences of Brexit
- Building an extensive network with governmental and non-governmental institutions, companies and organizations with a view to minimising Brexit effects
- Keeping up to date on trade and industry trends, regulations (especially Brexit) as well as policy changes overall and for capitalising on their relevance for Flanders and its knowledge centres and companies.
- Collating information on developments in the regulations and practices with regards to Brexit and share your knowledge with colleagues in the UK and in HQ
- Sharing relevant information in Flanders.
- Working together with the Trade and Investment team London in searching business opportunities
- Reporting towards the Economic Representative of Flanders in London and the Brexit coordinator in Brussels

## The ideal candidate will have the following qualities and requirements:

- Master's degree in a business related subject, or a Bachelor's degree and 3 years under contract at Flanders Investment & Trade
- Knowledge about international business and export and Brexit regulations in particular
- Knowledge of the UK, Flanders and European economies
- Demonstrable experience in business development
- Fluent in English; knowledge of Dutch would be beneficial to the role.
- Confident Microsoft Office user
- Familiar with CRM and Dynamics 365 in particular
- Excellent networking skills
- Ability to work well within a team in an international environment
- Overall flexible attitude
- Client focused attitude
- Excellent analytical skills
- Sense of responsibility
- Involvement with the task, the organisation and its mission

**What we offer:**

- An exciting position in a dynamic team with a focus on international business development
- Full-time contract under UK law
- Competitive annual salary
- 26 days annual leave and the local bank holidays

**Want to apply ?**

- Send your CV and motivation letter to Mr. Dirk Verlee, Economic Representative of Flanders, via [recruitment@flanders.co.uk](mailto:recruitment@flanders.co.uk) with the following subject line: Brexit Support Office coordinator.
- Deadline: **30/06/2022 at 24:00 hrs (GMT)**.

**Selection procedure:**

1. CV and motivation letter prescreening
2. Case study and interview
3. Final interview

Candidates who reach the final round will be kept on a reserve recruitment list for two years

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