

International trade & investment assistant

Flanders Investment & Trade – Los Angeles

Flanders Investment & Trade has an exciting opportunity for an Assistant to join its team in Los Angeles.

We're looking for an enthusiastic colleague to be part of our small and focused team in a high-energy international and diplomatic environment, in the office of Flanders Investment & Trade at the Consulate General of Belgium in Los Angeles.

This position is responsible for managing the day-to-day operations and administration of the office, assist with trade promotion and investment attraction research & events, and help with the organization of special projects and activities.

What you will be doing:

- Conducting market research for different sectors in the USA;
- Answering export questions from Flemish companies about the US market and from US companies about investing and expanding in Flanders;
- Preparing individual business trips and group trade missions from Flanders to the USA;
- Participating in trade fairs, networking events and meetings with potential partners;
- Coordinating events and activities with internal and external stakeholders;
- Assisting the office's Flemish Economic Representative, Trade Deputy and Invest Deputy with their research and organization of events;
- Managing & updating databases (including CRM) and reference documents;
- Handling the office bookkeeping
- Assisting with annual budgeting, inventory and planning of projects
- Overseeing and managing all office administrative support

You have the following qualifications, skills and experience to excel in this function:

- Bachelor's/Undergraduate Degree, preferably in Commerce, International Business or similar;
- Some knowledge of international trade and investment
- Highly developed English language skills (reading/writing/oral/aural)
- Excellent written and verbal communication skills
- Produce clear and concise content (communication with external partners, internal reporting, etc.)
- Proficient with commonly used IT applications (Microsoft Word, Excel, Powerpoint, etc.);
- Embrace teamwork
- Manage a variety of issues
- Detail-oriented, well-organized and deadline-conscious
- Applicants must have an existing U.S. work authorization that does not require EU sponsorship.

Desired -but not essential- experience, skills and qualifications:

- Knowledge of Dutch;
- Some knowledge about Flanders' economy and business culture;
- Proficiency in CRM software & databases
- At least 2 years of relevant experience;

About Flanders Investment & Trade

Flanders is the thriving northern region of the Kingdom of Belgium. Flanders Investment & Trade is the economic representation of Flanders abroad, with a large network in the major trading nations. In the USA, Flanders Investment & Trade holds offices in New York, Los Angeles, Chicago, Houston, Palo Alto and Atlanta.

What we offer

- A full time job;
- A competitive salary package;
- Premium employer sponsored healthcare plans, including medical, dental and vision;
- Generous 26 days of paid vacation
- Open, informal, multinational & multilingual working environment;

Apply now by submitting your resume and cover letter to losangeles@fitagency.com

Application deadline: the latest September 30th 2022