

VACANCY IN LONDON

Trade/Investment Advisor

Flanders Investment & Trade is a Flemish government agency that supports Flemish companies in their export activities abroad and attracts foreign direct investments to Flanders. Flanders Investment & Trade has offices worldwide. Our office in London is hiring a **Trade/Investment Advisor** to strengthen our team.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the role are the following:

- general office administration;
- answering questions of Flemish or local businesses;
- actively collecting information which may be useful to Flemish businesses;
- preparing individual prospection trips for Flemish businesses;
- preparing market and sector studies;
- networking and, based on active prospection, drafting lists with potential investment leads;
- prospecting and qualifying target companies;
- networking: develop and perpetuate professional relationships, alliances and coalitions and use them to obtain information, support and cooperation ;
- interviewing company executives about their plans for European expansion/consolidation;
- presenting Flanders as an investment location to prospects;
- writing proposals to companies and answering questions about doing business in Flanders;
- organizing marketing events within the jurisdiction of the office as needed, including conferences, seminars, sponsorships, and hosting visitors to Flanders, ...;
- applying ideas and opportunities for the action program;
- managing data in a CRM system;
- participating in trade shows and events with potential partners;
- coordinating activities with internal and external partners;
- Provide support in preparing the policy and budget plan;
- report to the head of mission;
- managing bookkeeping;
- translation

You will need to have a good overview of the activities of our office, but you will predominantly be working with either our trade department or our investment department.

ABOUT YOU

Requirements:

- **minimum degree:** Bachelor's degree, preferably in Economics, International Business or similar. Previous relevant work experience is a plus;
- a keen interest in international trade and foreign direct investment;
- **language skills:** excellent command of English (verbal and written). The ability to communicate in Dutch would be a benefit;
- produce clear and concise content (communication with external partners, internal reporting, etc.);
- excellent written and verbal communication skills;
- proficient with commonly used **IT applications** (Microsoft Word, Excel, PowerPoint, etc. including CRM);
- ability to work well within a **team**, with a client-focused attitude;
- proven commercial experience and skills ;
- ability to work independently and proactively;
- detail-oriented, well-organized and deadline-conscious;
- ability to manage a variety of issues simultaneously;
- knowledge of British and Flemish businesses is a plus.

General competencies:

- cooperation:
contribute to a joint result in a team or project, even if this is not immediately of personal interest.
- flexibility:
change working method, approach or style to achieve goals – be able to adjust behaviour in different situations or with regard to different persons in an efficient manner
- customer-oriented:
identify and adequately respond to the wishes and needs of the various stakeholders within and outside the organization
- responsibility:
acting in accordance with the interests, values and norms of the organization
- planning & organizing:
effectively define goals and priorities and identify the actions, time and resources needed to achieve them efficiently
- diligence:
act with a focus on quality and elimination of the potential for errors (competence level 2);
- analysis:
identify problems within the right context and efficiently source additional relevant information (competence level 1);
- judgement:
express opinions and have insight into their consequences, based on due consideration of relevant criteria (competence level 1)

OUR OFFER

- an exciting opportunity in a dynamic team with a focus on international business development;
- full-time permanent contract under UK Law;
- competitive annual salary includes London weighting;
- 26 days annual leave and the local bank holidays;
- working in the centre of vibrant London, close to Oxford Circus.

If a visa and work permit is required, we are able to sponsor you. Please indicate this in your application.

HOW TO APPLY

- Send your resume and motivation letter (max 2 pages) to Mr Dirk Verlee, Trade and Investment Counsellor, via recruitment@flanders.co.uk.
- Deadline: 25/11/2022 at 24:00 hrs (GMT).

All applications will be treated confidentially. We will store your information on our internal database unless you specifically request otherwise.

We are committed to diversity and inclusion in our organisation. The Flemish government seeks to reflect the diverse society and recruits on the basis of competences and skills independent of gender, origin, age or disability.