

## **COMMERCIAL DEPUTY TO THE FLEMISH ECONOMIC REPRESENTATIVE (LOS ANGELES – UNITED STATES OF AMERICA)**

Flanders Investment & Trade – Los Angeles

**Flanders Investment & Trade has an exciting opportunity for a “Commercial Deputy” 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 in supporting the Head of the Office for export related matters in the performance of his function.

What you will be doing:

- providing general and specific information to Flemish businesses;
- writing proposals to companies and answering questions regarding doing business in Flanders
- individual guidance and support for Flemish companies within the jurisdiction of the office;
- preparing of individual prospection trips;
- sensitization of Flemish companies to the economic opportunities within the jurisdiction of the office;
- bringing ideas and opportunities for the action program;
- obtaining information regarding market regulation of the guest country;
- performing general and specific market and sector studies;
- preparing individual and group actions of Flanders Investment & Trade and third parties;
- networking and establishing and maintaining contacts based on active prospecting;
- initiating and organizing marketing events within the jurisdiction of the office (conferences, seminars, sponsoring, guiding visitors to Flanders, ...);
- assisting with the office administration.

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

- minimum diploma: master degree supplemented by at least 3 years of relevant work experience in line with the required competences
- good knowledge of Microsoft Office;
- basic knowledge of international business and investment;
- language skills: very good knowledge of English – knowledge of Dutch is a plus;
- knowledge of the local and Flemish economies is a plus.
- competence:

- cooperation: contributing to a joint result in a team or project, even if this is not immediately of personal interest (competence level 2);
- flexibility: adapting behavior efficiently in different situations and with regard to different people (competence level 2);
- customer oriented: recognize the wishes and needs of the various stakeholders within and outside the organization and respond adequately to them (competence level 2);
- sense of responsibility: acting in accordance with the interests, values and norms of the organization (competence level 2);
- planning and organizing: effectively determine goals and priorities and indicate the necessary actions, time and resources to achieve them in an efficient manner (competence level 2);
- networking: develop and sustain professional relationships, alliances and coalitions and use them to obtain information, support and cooperation (competence level 2);
- analyzing: interpreting a problem in its contexts and efficiently searching for additional relevant information (competence level 2);
- communication: communicating information and ideas in writing and/or orally in an understandable way (competence level 2).

## 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;

The desired start date is July 2023.

Apply now by submitting your resume and cover letter to [losangeles@fitagency.com](mailto:losangeles@fitagency.com) before June 5<sup>th</sup> 2023.