

VACANCY

FULL-TIME EMPLOYEE (M / F) – FLANDERS INVESTMENT & TRADE

Flemish Economic Representation in Rome

The Flemish Economic Representation in Rome is looking for a full-time employee (M / F) for the 6-month period **from December 15th 2019 to June 14th 2020**.

Employer

Flanders Investment & Trade (FIT) facilitates investment projects in Flanders and gives support to Flemish export companies.

- Free advice
- Global network of experts
- Specialised in setting up business in Flanders
- Facilitate export from Flanders
- Matching Flemish companies with companies worldwide
- Informing about expertise in Flanders

More Information: www.flandersinvestmentandtrade.com

Function

He or she will be responsible for:

- support in answering questions for economic information from Flemish or local companies
- support in the preparation of the state visit on March 23rd and 24th 2020
- support with market and sector studies
- follow-up of existing contacts
- management of databases
- support in managing the accounting of the office
- translation work
- reception and telephone
- reporting to the Head of Post

Function requirements

The candidate is expected to:

- have obtained the minimum diploma of higher secondary education

- have professional knowledge of DUTCH and ITALIAN
- be able to work independently, accurately and efficiently
- have good writing skills
- have good communication skills
- be able to work in a team, be flexible
- work in a customer-oriented way
- work reliably and respectfully with regard to rules
- be able to work with "Office" and to be prepared to learn other programs

Demonstrable work experience with the aforementioned tasks and experience in an international context are a plus.

Practical conditions and offer

The workplace of the employee is Flanders Investment & Trade Rome, located in the Academia Belgica in the heart of Rome

- He or she will work 5 days a week (38 hours)
- The contract being offered is according to Italian law

Interested?

Interested candidates can apply by sending an e-mail to sophie.message@fitagency.com **no later than November 24th 2019.**

The application will include:

- a motivation letter and a full CV
- a copy of the requested diploma and any other relevant diplomas

The selected candidates will be **invited for an interview in Rome in the last week of November 2019.**

Additional information about the position can be obtained, by e-mail, from the Head of the Flemish Economic Representation, Dr. Sophie Massagé: sophie.message@fitagency.com

Apply until: 24-11-2019

Contact: sophie.message@fitagency.com