



## Job Offer

**Starting date:** Immediately

**Duration:** 6 months with possibility of fixed contract afterwards

**Location:** Brussels, Belgium

**Salary:** Paid internship

### Our mission:

BCECC's objectives are to promote commercial, industrial, scientific and financial co-operation between Belgium and the People's Republic of China; to enhance information exchange; to develop contacts between Belgian and Chinese enterprises, and between Belgian and Chinese trade and economy related government official institutions.

### Main Tasks:

- Support BCECC team in the organization of events/projects
- Maintain good relationship with existing members/partners and develop new business network
- Administration work (Invoicing, writing communication materials, updating website etc.)
- Database management (updating information, event registration etc.)

### The required qualifications are:

- Bachelor degree or above in sinology, business communication, marketing or related field;
- Hands-on mentality and pro-active problem solver
- Interest in administrative work
- Proficient knowledge of English, French and/or Dutch. Knowledge of Chinese would be an asset.
- Good interpersonal skills and Interest in business in China
- A flexible and energetic team player

If you are interested, please send your **CV and short motivation letter** to Mrs. Chen Si: [chen.si@bcecc.be](mailto:chen.si@bcecc.be).