

# MARKETING ASSISTANT (M/W)

## JOB ADVERTISEMENT



**AS A MARKETING ASSISTANT, YOU WILL SUPPORT THE MARKETING DEPARTMENT IN ITS BUSINESS AND ADMINISTRATIVE DUTIES.**

### RESPONSABILITIES

- Support marketing manager in organizing events for the clients of CBTC.
- Assist in the preparation of marketing promotion materials and contents (poster, brochure, leaflet, website, social media, etc.).
- Handle the correspondence and project communication between China and Belgium offices.
- Act as the liaison, preparation and follow up of the visit by potential client of CBTC offices.
- Work as translator for business discussions.
- Perform defined service activities for the clients in CBTC.
- Conduct relevant research on local regulations, market or industry trends and client profile.
- Process invoices related to commercial activities and tenant clients.
- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities.

### REQUIREMENTS

- Proven minimum 2 years of experience as a marketing assistant ;
- Experience in real estate/incubator/science park is preferred ;
- Ability to multi-task and adhere to deadlines ;
- Mastery of English and French or English and Chinese, the trilingual is an advantage ;
- Well-organized with a customer-oriented attitude ;
- Exquisite communication and people skills ;
- Excellent knowledge of MS Office ;
- BSc in Marketing, Business or relevant field.



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J O B   A D V E R T I S E M E N T



## ABOUT UNITED INVESTMENT EUROPE

United Investment Europe SA owns, operates and manages the China-Belgium Technology Center (CBTC) project, situated within the Louvain-la-Neuve Science Park.

The CBTC project consists of 3 elements : BAROC Incubation Centre, SBIRD Innovation Base and Smart Valley. The BAROC Incubation Centre is ready to use, and it now nests more than 20 innovative start-ups from China and Belgium. The SBIRD Innovation Base is currently occupied by IBA, the world-leading provider of proton therapy and radio pharma solutions.

The Smart Valley is designed to be a building complex stretching over 10 hectares, phase 1 of CBTC will be completed in summer 2019. Once completed, the entire project will welcome more than 200 companies from China and Europe to invest and to create and their businesses.

Being China's biggest direct investment project in Belgium, the CBTC project has received the upmost attention from the State leaders of both China and Belgium.

## INTERESTED?

Send an email to [jobs@uieurope.com](mailto:jobs@uieurope.com), we are looking forward to your application and are happy to respond to your questions.