

## **Position: Service Specialist (H/F/X)**

### **Company:**

#### **United Investment Europe**

Operator of the China Belgium Technology Center / [www.cbtc.eu](http://www.cbtc.eu)

Number of positions requested: 1

Job category: Service Specialist

Sector of activity: Technology, Science-Park, Real Estate.

Place of work: Louvain-la-Neuve

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### **About the Company**

The CBTC is an innovative “Ecosystem” that connects Chinese and European High-Tech companies.

Located in Louvain-la-Neuve (in UCLouvain Science Park), CBTC offers an infrastructure of more than 60,000 square meters to accommodate offices, laboratories, shops, a conference center, a co-working space/ business center and a 170-room hotel & 600 parking spaces.

In addition to its infrastructure offered for rental and/or sale to Chinese and European high-tech companies, the CBTC offers a portfolio of services to companies wishing to develop in Europe (for Chinese companies) and towards China (for European companies).

These services include, market research, regulatory advice, business matching, marketing and communication, project management, cultural and business training, government relations, etc.

UIE is recruiting a Service Specialist for its Service Center.

### **Job description**

Under the supervision of head of Service Center, the Service Specialist will have to:

Present, promote and sell the consultancy services to European companies and, with the help of the UIE Chinese team, to Chinese companies.

Offer part of the services to Chinese companies wishing to develop in Europe.

### **Your missions:**

- Analyze and develop the range of services (and service packages) to be offered to Chinese companies wishing to develop their activities in Europe and to European companies wishing to develop their activities in China (Landing Services and Business Services),

- Research European companies likely to need these services and help the Chinese UIE team to approach Chinese prospects in need of these services, thus creating a funnel of prospects,
- Assist potential clients and strategic partners' visit of our CBTC project, including potential client prospects, Chinese and Belgian/European companies and governmental organizations,
- Implement some of these services for the benefit of Chinese companies: setting up a company, opening a bank account, work permits (in conjunction with existing and future subcontractors) under the guidance of the Head of Service.
- Maintain and develop the portfolio of European subcontractors to offer a range of services to both Chinese and European customers, including but not limited to market research or consulting agencies, IP experts, lawyers, communication agencies, recruitment & payroll officers etc.
- Support the rental of offices /laboratory/business center of CBTC infrastructure,
- Participate in the planning and organization of promotional events of CBTC such as matchmaking events, seminars, and symposiums that facilitate China-EU tech cooperation and exchange.

**Your profile:**

- You hold a bachelor's degree in Business Administration, International Trade, Marketing, etc.,
- You already have first-hand experience at customer service or international trade for at least 1-year, professional experience in China or with China would be a clear asset for this position,
- You are outgoing, curious, target driven and look forward to work in an international environment,
- You are proactive with a positive attitude and team spirit.
- You are native French speakers with great command of English, understanding of Chinese language and Chinese culture will be an advantage,

**Your contract:**

Work type: Full time

Contract type: CDD, if highly qualified, CDI can be negotiated.

To apply to this position applicant should send his/her Resume and Cover Letter to : [lixia.xing@uieurope.com](mailto:lixia.xing@uieurope.com).

Please kindly note that only successful applicants will be contacted by mail/phone.