



Internship at the Belgian-Chinese Chamber of Commerce (BCECC)

Starting date: October 2023

Duration: 3-6 months

Location: Brussels, Belgium and remote working from home

Salary: non-paid internship

Our mission: BCECC's objectives are to promote the commercial, financial, cultural and academic cooperation 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:

- Assisting in the practical organization of events/projects
- Administration work (writing communication materials for events, news items, etc.)
- Social media: preparing social media posts about events and newsletters, to be published on LinkedIn, Facebook and Twitter account of the Chamber
- Wechat: preparing and publishing newsletters and articles about events
- Updating website
- Support and assist BCECC team members when needed

The required qualifications are:

- Business communication, translation, 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.
- Interest in business in China
- Skillful in MS Office
- 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.