

**The Commercial section of the Consulate General of Belgium in Guangzhou - Flanders Investment and Trade is offering a full-time position as**

**INVEST DEPUTY**

**Job title: Invest Deputy**

Commercial section of the Consulate General of Belgium - Flanders Investment and Trade

Work location: Guangzhou

**Job description**

Supporting the Flemish Economic Representative (the Economic and Commercial Consul) as well as the Science & Technology Attaché (the Science and Technology Consul) in matters related to investment attraction.

Guiding and assisting Chinese potential investors to locate in Flanders, Belgium, as well as aftercare and maintaining excellent relations with Chinese companies that have already invested in the Flanders.

- Presenting Flanders as an ideal investment location to prospects
- Prospecting and identifying target companies, supplying these target companies with proposals or suggestions, and answering their queries
- Organize marketing and promotion events in the jurisdiction as well as in other parts of the country as required. These include participating in seminars, conferences, organizing seminars, road shows, individual company visits, accompanying visitors to Flanders if required and authorized, organizing participation at exhibitions and organize as well as staff the booth, etc.,
- Supplying ideas and signaling opportunities for the action program to the head of post, S&T attaché and/or to Brussels' head office
- To build and use an effective network of contacts within the private sector to assist the above. This would also include visits to companies and business events in multiple provinces in the South of China, including trade fairs (facilitating knowledge acquisition and extending network capability)
- To regularly report and review the outcomes of the above activities and consider where changes of direction or focus may be required to better meet the demands of the customer depending on resource availability
- To be responsible for management of budgeted funds for actions, including proper reporting and follow-up; including preparation of individual business visits, canvassing trips, group actions, economic missions, seminars, exhibitions
- Follow-up with the Chinese investors already present in Flanders, Belgium
- Suggesting ideas and opportunities for the action program of the office
- Furthermore, annual training visits in Flanders, Belgium need to be attended.

### **Profile requirements**

- Minimum diploma: university degree which relates as closely as possible to the task and the most important duties as described above (preferably international trade, applied economic sciences)
- Knowledge of international business and investment environment, especially in the South of China; min of 5 years relevant professional experience
- Commercial flair, pro-active approach and an eye for opportunities
- Knowledge of the related language and specific terminology
- Excellent Chinese/Mandarin and English speaking and writing skills are a MUST; knowledge of Dutch is an asset
- Permission to work in China
- Good knowledge of commonly used IT applications (Excel/Word/Outlook)
- Familiarity with a Customer Relations Management system is an asset
- Excellent communication skills and ability to work in a team.
- Competences required: cooperation, flexibility, customer oriented, analytical thinking, sense of responsibility, organizational involvement, convincing nature

### **Our offer**

Flanders Investment & Trade is an agency of the government of Flanders, the northern region of Belgium. Its aim is to support Flemish companies in their international business endeavors and to attract and support foreign companies that want to set up or expand in Flanders. You will be able to work in an internationally oriented organization that encourages employee development, instills creativity and nurtures independent thinking in a forward-looking context.

The working week entails (a minimum of) 38 hours, but a “9-to-5” mentality is not expected within this job. The Invest Deputy will need to attend business networking events and fairs, some of which may take place on evenings and/or in weekends.

Benefits include:

- Participation in a medical insurance plan;
- Annual leave entitlement – 26 days per calendar year
- All local holidays and one Flemish public holiday per annum

More information on Flanders Investment and Trade: [www.flandersinvestmentandtrade.com](http://www.flandersinvestmentandtrade.com) and [www.investinlanders.com](http://www.investinlanders.com).

### **How to apply?**

The Flanders Investment and Trade Agency offers equal job opportunities. We welcome all Chinese applications, irrespective of race, color, gender, disability, creed or age.

Interested candidates can send their English and Chinese resume and motivation letter to [guangzhouinvest@fitagency.com](mailto:guangzhouinvest@fitagency.com)

In the “subject” field of the mail, specify “your name” + “Invest Deputy”.

Deadline of application: **August 5, 2021**

Only shortlisted candidates will be invited for an interview.

The first rounds of interviews will take place in Guangzhou in the week of August 9-13, 2021.



比利时驻广州总领事馆商务处——比利时法兰德斯大区投资贸易局办公室  
招聘全职雇员一名

**投资业务主管**

**职位：投资业务主管**

雇主： 比利时驻广州总领事馆商务处——比利时法兰德斯大区投资贸易局办公室

任职地点： 广州

**工作职责**

支持比利时法兰德斯大区经济代表（商务领事）和科学技术代表（科技领事）开展招商引资工作。

指引和协助潜在的中国投资者前往比利时法兰德斯大区投资，为已在该区投资的中国企业提供后续服务、维持优质的客户关系。

- 向客户推介法兰德斯这一理想投资目标地
- 寻找引资目标企业，向其提供投资建议，解答其商务问询
- 在业务辖区和有需求的国内其它地区举办推广活动，如参加推介会或座谈会，又如主办推介会或路演、访问单个企业、经要求和授权后陪同客户前往法兰德斯进行实地考察、参观或参展展览会等
- 就业务活动计划向办公室负责人、科技领事、本机构布鲁塞尔总部提出建议和商机
- 在私营企业界建立并利用业务关系网，以同样实现上述任务，同样需要在华南各省拜访企业和参加商务活动，如参观展览会（获取商务信息和拓展业务关系网）
- 定期汇报和总结上述工作的成果，审视修改工作方向和重点，以便更好地结合可用资源满足客户的需求
- 负责业务活动的预算管理，如财务汇报和跟进工作，又如单独拜访企业、展业差旅、集体商务活动、经济代表团访问活动、推介会、展览会等的经费管理
- 跟进对已在比利时法兰德斯大区落户的中国投资者的服务
- 为本办公室的业务活动计划提供建议和商机
- 参加每年在比利时法兰德斯大区举办的业务培训

## 任职资格

- 最低学历：尽可能符合上述工作任务和职责的大学毕业（国际贸易或相关经济学专业更佳）
- 尤其关于华南地区国际商务投资环境的知识，至少 5 年的相关职业经验
- 商务才能、进取精神、商机嗅觉
- 专业术语的相关知识
- 优秀的中文/汉语和英文口笔头使用能力必不可少，有荷兰语知识更佳
- 可合法在中国工作
- 可熟练使用常见的 IT 工具（Excel/Word/Outlook）
- 可熟练使用客户关系管理软件更佳
- 优秀的沟通技能和团队协作能力
- 其它能力：合作、灵活、客户导向、分析思维、责任心、部门协作、坚定

## 待遇

法兰德斯投资贸易局是比利时北部法兰德斯大区的政府机构。其职责是支持法兰德斯企业开展国际业务和吸引协助外国企业在法兰德斯投资或扩大投资。本机构具有国际视野、鼓励雇员发展、支持创新、推崇前瞻性独立思维。

每周的工作时长为（至少）38 小时，但“朝 9 晚 5”的模式不适合于本职位。本投资业务主管需参加业务拓展活动和展览会等，部分业务需在晚间及/或周末进行。

福利包括：

- 医疗保险
- 年假——每一公历年 26 日
- 所有本地公众假日和每年一日的法兰德斯公众假日

详见法兰德斯投资贸易局网址：[www.flandersinvestmentandtrade.com](http://www.flandersinvestmentandtrade.com) 和 [www.investinflanders.com](http://www.investinflanders.com)。

## 如何应聘？

法兰德斯投资贸易局是公平机会雇主。本机构欢迎所有应聘者，无论种族、肤色、性别、残障与否、性取向、宗教、信仰、教条和年龄。

有意应聘者可将中英文简介和求职信发至 [guangzhouinvest@fitagency.com](mailto:guangzhouinvest@fitagency.com)，请在邮件主题中注明求职者姓名和“Invest Deputy”。

**求职截止日期：2021 年 8 月 5 日。**

仅有少数求职者会获得面试机会。

首轮面试拟于 2021 年 8 月 9-13 日在广州进行。