

TusPark Belgium BV

Executive Assistant

1. About us

TusPark Belgium BV (the “Company”) is a Belgian subsidiary of Tus Science & Technology Service Group under Tus-Holdings, incorporated as the Asset Manager of the TusPark Brussels Science Park invested by our Luxembourg based PE/VC fund CLIF. Tus-Holdings was originated from the former Tsinghua University Science Park (TusPark), the largest University Park in the world.

Tus-holdings is the controlling shareholder or shareholder of a number of listed public companies and more than 300 private companies with total assets over 15 billion US dollars, largely in high-tech and innovative business. Our group has invested and operates over 30 science parks including TusPark HQs and TusPark Cambridge and 160 incubators hosting more than 5000 start-ups worldwide to promote innovation. We inherit the capability of a full supply-chain incubation established by Tus-Holdings with the model of “incubation + investment + M&As”. All these parks/incubators, investment funds, corporates and their subsidiaries in China and abroad form an integrated TUS network.

In Europe, we invest in growth companies and innovative businesses in environment, new energies and new materials, high-end manufacturing, life science and med-tech, AI, digital and fintech industries through our Luxembourg fund CLIF and co-investments with other TUS funds from China and overseas.

TusPark Brussels Science Park under management of TusPark Belgium BV is a physical platform for incubation and innovation networking which benefits and supports our business development and long-term cooperation with local institutions as partners.

Tuspark Belgium BV is currently recruiting one Executive Assistant (the “EA”) for day-to-day operation of the physical Science Park/incubator hosted in a top standard office building in Brussels, and supporting the communication between the Company and its Luxembourg mother company, the HQs in China as well as global partners.

2. Tasks & Responsibilities

The EA will work under the guidance of the Director (based in Luxembourg) and the Senior Manager (based in Brussels) and his/her main job functions will be the operation of the Science Park/incubator and external communication. The EA will:

- Support the day- to- day management of the Company and interaction with its Luxembourg parent company, the tenants and start-ups hosted in the park/incubator, as well as the property management company and service providers of the building; Manage essential administrative tasks of the Science Park;

- Execute the business plan based on the operational and engagement strategy and support the management for coordination and communication with the entire community including donors, startups, investors, corporates, mentors, advisors, and domain experts;
- Support the management on business development. E.g., coordinating, planning and managing meetings and business activities with tenants and partners, preparing meeting MEMOs and drafting relevant documentations, etc.;
- Provide comprehensive in-house incubation services for the tenants;
- Specifically responsible for the management and coordination with third party service providers to the Company and the building associate with, in particularly the property manager, accountant, banks, IT contractor, legal advisor, auditor, etc.;
- Coordinate visits from TUS HQs and partners in China;
- Perform other tasks and responsibilities assigned by the Director and the Senior Manager of TusPark Belgium BV.

3. Key qualifications:

- Major in Economics and Management, Business Administration or Finance, with 2 years relevant working experiences;
- With basic knowledge of executive and process management;
- With a capacity of communicating external independently and effectively in multi-culture environment, be able to work under pressure and be a team player;
- With basic knowledge of finance and accounting, able to read financial statements and perform basic analysis;
- Experience with entrepreneurs, start-ups, governmental or international investment promoting agencies, learning/tinkering labs, incubator or incubation consultancy will be an asset;
- Fluent in English and Chinese is a must. Other languages such as Dutch and French are a strong asset. Any other European languages will be an advantage.
- Good knowledge of the Microsoft Office package for daily work.

4. Our Offer

Seniority Level: Junior level

Job functions: Executive Assistant of Science Park/Incubator management

Employment Type: Full-time

Employment location: Brussels

Our Contacts:

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