

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

Executive Assistant to the Science & Technology Officer for China of Flanders Investment & Trade

About FIT:

Belgium is a key international economic player, ranked 13th in the world for both exports and imports. Flanders is the largest region of Belgium with Brussels as its capital. Flanders is the main economic driver of the country and is ranked as a regional innovation leader in Europe.

Flanders Investment & Trade (FIT) is the trade and invest promotion agency for the region of Flanders. The Guangzhou office within the Consulate General of Belgium also houses the Science & Technology Officer, who is one of 10 global Science & Technology Officers.

We are looking for an enthusiastic and motivated colleague who will be part of our small team.

Main tasks:

You will be responsible for assisting the Science and Technology Officer China to support Flemish tech companies to be successful in China, and attract China tech investments to Flanders, by:

- Conducting market research and business intelligence
- Analyze, research and requests of Flemish tech companies
- Prepare bilingual presentations
- Set up and prepare business matching meetings and tech related professional activities (physical, on-line and hybrid)
- Database Management (CRM) & Knowledge Management
- Administrative support of the Science & Technology Officer

You will be closely collaborating with the team of Flanders Investment & Trade in Guangzhou.

Skills & Experience

- Bachelor Degree
- Fluency in spoken and written Mandarin and English
- Knowledge of Microsoft applications (MS Outlook, Word, PPT, Teams,...) and online media
- Analytical, well-organized, hands-on, eye for detail and creativity are valued skills
- Experience preparing compelling professional presentations for business audience
- Team player experienced with hybrid working style
- Education and/or professional experience in digital tech, health tech or climate tech is valued

Further requirements

- Permission to work and reside legally in China
- Holder of Guangzhou 'Hukou' 户口

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.

We offer

- A dynamic international and diplomatic work environment
- Interaction with leading edge tech companies from China and Europe

The working week entails (a minimum of) 38 hours, but a "9-to-5" mentality is not expected within this job. The position offered will imply attending business networking events and fairs, some of which may take place on evenings and/or in weekends.

Multi day travelling within China or even to Europe will be expected as well.

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.

How to apply?

The Flanders Investment and Trade Agency is an equal opportunity employer. We welcome all applications, irrespective of race, color, gender, disability, sexual orientation, religion, belief, creed or age.

Interested candidates can send their **English and Chinese resume and motivation letter** to **GuangzhouSTA@fitagency.com**

In the "subject" field of the mail, specify "your name" + "Science & Technology Assistant".

Deadline of application: **October 15th, 2021**

Only shortlisted candidates will be invited for an interview.

The first rounds of interviews will take place in Guangzhou in the week of October 18 -22, 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

招聘全职工作人员一名

法兰德斯投资贸易局中国区科技领事执行助理

关于法兰德斯投资贸易局

比利时是重要的国际经济体，其进出口额均居世界第 13 位。法兰德斯是比利时最大的大区，其政府机构设于布鲁塞尔。法兰德斯是比利时的主要经济驱动体和欧洲领先的区域性创新之地。

法兰德斯投资贸易局 (FIT) 是法兰德斯大区政府的贸易投资促进部门。比利时驻广州总领事馆内的我局驻广州办公室配备有 1 名科技领事，他是我局派驻全球多地的 10 名科技官员之一。

我办公室现招聘积极进取的您加入我们的团队。

主要职责：

您将负责协助我中国区科技领事促成法兰德斯的技术型企业在中国开展业务，同时吸引中国的技术型企业在法兰德斯投资，通过：

- 市场调研和商务分析
- 考量和接洽法兰德斯技术型企业
- 草拟双语业务演示文稿
- 安排技术型产业的商务洽谈和相关专业活动（线下、线上或混合型）
- 数据库管理（CRM）和知识管理
- 对科技领事的行政支持

您将与我法兰德斯投资贸易局驻广州办公室的其他工作人员紧密合作。

所需技能和经验：

- 学士学位
- 流利的口笔头中文（普通话）和英文表达能力
- 熟练使用微软应用软件（MS Outlook、Word、PPT、Teams ...）和线上媒体的能力
- 分析、组织、实干、细致入微、勇于创新的能力
- 面向商务人士制作专业夺目的演示文稿的经验
- 团队协作精神和适应不同工作风格的能力
- 在数字技术、健康产业、气候产业等领域拥有教育及/或职业背景

其它要求：

- 在中国合法从业和居住
- 持广州市户口

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。

我们提供：

- 富有活力的国际性、外交性工作氛围
- 与中国和欧洲的技术领先企业交流的机会

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。本职位的工作内容包括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。

需要在中国甚至欧洲进行多日差旅。

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官网：www.flandersinvestmentandtrade.com。

如何应聘？

法兰德斯投资贸易局是公平机会雇主。我们欢迎所有应聘者，无论种族、肤色、性别、健康、性取向、宗教信仰、观念、信条、年龄。

有意应聘者需将中英文简介和求职信发至 GuangzhouSTA@fitagency.com。

请在邮件主题中注明“您的姓名”+“Science & Technology Assistant”。

求职截止日期：2021 年 10 月 15 日。

仅有少数求职者会获得面试机会。

首轮面试拟于 2021 年 10 月 18-22 日在广州进行。