



## BCECC Brussels is hiring a paid intern

Starting date: August onwards

Duration: 6 months with possibility of fixed contract afterwards

Location: Brussels, Belgium

Salary: Paid internship

**Our mission:** BCECC's objectives are to promote commercial, industrial, scientific and financial co-operation 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:**

- Support BCECC team in the organization of events/projects
- Maintain good relationship with existing members/partners and develop new business network
- Administration work (Invoicing, writing communication materials, updating website etc.)
- Database management (updating information, event registration etc.)

### **The required qualifications are:**

- Bachelor degree or above in sinology, business communication, 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.
- Good interpersonal skills and Interest in business in China
- 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](mailto:chen.si@bcecc.be).