Trade & Investment Officer

hub.brussels Shanghai is hiring!

The hub.brussels Shanghai office at the Consulate General of Belgium in Shanghai is looking for a **Trade & Investment Officer**. Apply until and including 28 March 2022!

hub.brussels

hub.brussels is the Brussels Agency for Business Support. It accompanies Brussels companies in their development and internationalization, and promotes Brussels as investment destination towards overseas companies.

hub.brussels offers a tailor-made service, free-of-charge tools and a recognized expertise to reinforce entrepreneurs, facilitate their decision-making, grow their knowledge and develop their network, in order for them to excel in Brussels and beyond!

hub.brussels intends to make the Brussels-Capital Region of Belgium the most attractive place in Europe to launch and grow a business.

The Brussels-Capital Region is a forward-looking, young and cosmopolitan Region driving by sustainability. Known to be global on a human scale, it attaches great importance to its role as a Smart City pioneer. Being an international business hub and decision-making center, it welcomes businesses with an entrepreneurial spirit.

hub.brussels Shanghai office

In China, hub.brussels operates through its offices in Shanghai, Beijing (invest) and Shenzhen, promoting Brussels-based companies exporting to China and promoting Brussels as ideal gateway to the European market for Chinese companies, working closely with its extensive network of local partners.

The hub.brussels Shanghai office at the Consulate General of Belgium in Shanghai is part of the international network of hub.brussels. From the Shanghai office, the Trade & Investment Commissioner of hub.brussels is overseeing activities in Shanghai, Beijing (invest), and Shenzhen.

hub.brussels Shanghai is looking for an enthusiastic professional with whom we can share our drive for Brussels! Join the dynamic hub.brussels China team and promote together Brussels in a fascinating work environment. Are you ready to join hub.brussels in Shanghai? Apply now!

Responsibilities

Your responsibilities include:

- **Export Promotion**. Provide advice and support to Brussels-based companies in their export ambitions. Support delegations.

- **Investment Promotion**. Promote Brussels as ideal gateway to the European market. Carry out prospection: identify, contact and follow-up prospects. Support delegations. Preparing and delivering presentations.

- **Project management**. Take the initiative to set up projects (conceptualization, planning, development, implementation, and follow-up). Organize activities (seminars, webinars, b2b matchmaking sessions, visits, missions, workshops and/or conferences,…). Identify, contact and brief partners, suppliers, participants,…

- **Research**. Conduct research to stay up to date with the trends, as well as the latest developments in trade and investment. Conduct export and investment related research on a case-by-case basis.

- **Communications & Networking**. Promote the image of Brussels. Enable and cultivate exchanges between Brussels and China both through online communications and offline activities. Cultivate relationships with local partners, and build an effective network with official, public and business stakeholders.

- **Office and operations support**. Carry out tasks in order to ensure the smooth daily management of the hub.brussels China team including correspondence, logistics, agenda, translation, filing, accounting, and reporting.

- Responsibilities and tasks are carried out in collaboration with the Trade & Investment Commissioner of the Brussels-Capital Region.

Required profile

- A university degree in international trade, business, economy, law, or international and government relations. Equivalent work experience in business, and trade & investment promotion is a plus.

- Working experience in a distinct role in any of following organizations: international companies, chambers of commerce or trade associations, or bilateral or multilateral international institutions, public or government organizations in a relevant field. Experience with trade and investment relations with China and Belgium or Brussels.

- Relevant academic or professional experience in the field of sustainability.

- Professional communication and writing skills in Mandarin and English (proficiency in any official language of Belgium is a strong plus)

- Strong organizational and problem-solving skills: Proactive, hands-on, and pragmatic attitude. Able to manage multiple projects in a fast-moving environment with attention to detail, and able to deliver results in sometimes stressful and unexpected situations.

- Strong networking and presentation skills. Excellent communication skills.

- You have good knowledge of basic IT infrastructure and other office technology management. Strong computer skills (MS Office, Teams, Wechat, etc.).

- Proven experience with teams and project management.

Competences

- Eagerness to learn and improve continuously. Openness of mind towards change. Flexibility towards new challenges, transitions, and demands. Feeling at ease faced with a situation of uncertainty while remaining focused on results and solutions.
- Ability to work autonomously.
- Team-player that values the unique talents, ideas, and experiences of all employees.
- Communicative mindset that values the sharing of information and best practices. Demonstrates proficient cross organizational communication, cultural sensitivity, and partnership in interactions with others.
- Exemplary conduct with strong ethical compass.
- Shares a caring culture of respect and earns the respect of others through effective interpersonal skills, integrity, and authenticity.
- Have strong social and interpersonal skills to develop relationships within the organization (HQs, colleagues, peers and direct reports,…) as well as outside the team (partners, suppliers,…).

Contractual conditions

- Full-time position with indefinite duration; start date determined upon mutual consent.
- Compensation and free holidays in line with responsibilities in the public sector
- Competitive benefit package including social insurance
- Possibility to grow your skills, professional experience, and network
- A multicultural, creative, inspiring, and team-oriented work environment
- The conditions of employment are local (no expatriate contract)

How to apply?

Submit your application until and including 28 March 2022 by sending to shanghai@hub.brussels.

Your application must include a signed cover letter (letter of motivation) and updated CV (both in pdf format), and copies of letters of reference, work certificates and university diploma's

More details will be shared in the process of the recruitment.

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