

FULL TIME ASSISTANT TO THE LOCAL HEAD OF OFFICE FLANDERS INVESTMENT & TRADE – MILAN, ITALY

About Flanders Investment & Trade

Flanders Investment & Trade (FIT) is the economic representation of Flanders abroad. The main task of Flanders Investment & Trade Milan is to support Flemish companies exporting to Italy and Italy based companies seeking to locate and invest in Flanders.

Job description

Flanders Investment & Trade is looking for a full time Assistant to the Local Head of Office (M/F) for its office in Milan. We are looking for an enthusiastic, hands-on colleague who wants to be part of our small team.

Main tasks:

- General office administration and accounting
- Answering the questions asked by Flemish or local companies
- Organizing individual prospection trips for Flemish companies
- Desktop research and preparation of market studies
- Supporting the organization of special projects and activities
- Database management (data entry, data checking)
- Answering emails and phone inquiries
- Proactive information gathering and screening
- Identifying companies that could benefit from setting up business in Flanders
- Marketing, communication and social media
- Assisting and reporting to the Head of Office

Note: you may be required to work outside business hours for events whenever necessary.

Required skills

- Bachelor's degree, preferably in Economics, International Business, Foreign Languages or similar
- Native Italian speaker or excellent level of Italian language, good command of written and spoken English, knowledge of Dutch is a strong plus
- Relevant experience in office management, data entry is preferable
- Proficiency in marketing & communication, international business and project management
- Ability to manage a wide variety of tasks and meet deadlines
- Excellent customer service skills, email and telephone manners
- Good knowledge of Microsoft environment and applications (MS Office, Dynamics 365, Teams...)
- Attention to detail and work excellence
- Good interpersonal skills, team player mentality

What we offer

- A full-time, indefinite term contract
- Job in a dynamic international environment that covers all business sectors
- Place of work: our office in Brera, Milan

Selection procedure

- Candidates should send a motivation letter and CV to Mrs. Marleentje Verstreken, Head of Office, via marleentje.verstreken@fitagency.com before June 14th, 2023. Your motivation letter must also include examples of the required skills and/or experiences.
- Only selected candidates will be invited to participate in the interview phase of the selection process.
- One or more interviews will be held and could contain a written assignment.
- This selection phase is eliminative. Only the 8 best candidates will be invited for an interview.

Important: the application deadline is Wednesday June 14th, 2023