



# FLANDERS INVESTMENT & TRADE

## TEMPORARY FULL-TIME ASSISTANT TO THE LOCAL HEAD OF OFFICE FLANDERS INVESTMENT & TRADE – ROME, ITALY

### About Flanders Investment & Trade

Flanders Investment & Trade (FIT) is the economic representation of Flanders abroad. The main task of Flanders Investment & Trade Rome is to support Flemish companies exporting to Italy or Malta and Italy or Malta based companies seeking to locate in Flanders. Flanders Investment & Trade Rome is a trilateral office. As such, it also supports exporters from the Walloon and Brussels Capital City Regions in its jurisdiction which comprehends the Centre and South of Italy, Malta, Vatican City and the Rome-based UN organisations.

### Job description

Flanders Investment & Trade is looking for a temporary full-time Assistant to the Local Head of Office (M/F) for its trilateral office in Rome, **starting during the month of May 2022**. We're looking for an enthusiastic, hands-on colleague who wants to be part of our small team.

#### Main tasks:

- Assist the Local Head of Office in daily business operations
- General office administration and accounting
- Proactive information gathering and screening
- Answer the questions by Flemish, Brussels, Walloon or local companies
- Assist with the preparation of individual prospection trips of companies, special projects
- Desktop research and preparation of market studies
- Database management (data entry, data checking)
- Answer emails and phone inquiries
- Identify companies that could benefit from setting up an operation in Flanders
- Marketing, communication and social media management
- Reporting to the Local Head of Office in Rome

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

## Required skills

- Bachelor's degree, preferably in Economics, Commerce, International Business, Foreign Languages or similar
- Native Italian speaker or excellent level of the Italian language
- Good command of written and spoken English, Dutch and French is a strong plus
- Relevant experience in administration, data management 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 and telephone manner
- 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 contract from May 2022 ( exact starting date to be agreed upon) to December, 31<sup>st</sup>, 2022 (with the possibility of renewal and/or an indefinite-term contract)
- A function in a dynamic international environment that covers all business sector

## Selection procedure

- Candidates should send a motivation letter and CV to Mrs. Sophie Massagé, Head of Office, via [sophie.massage@fitagency.com](mailto:sophie.massage@fitagency.com)  
Your motivation letter must also include examples of the required skills and 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

**Important: application deadline is Thursday the 21st of April 2022., 18 p.m.**