Embassy of Belgium

Economic and Commercial Counselor

Economic and Commercial office of Wallonia (Belgium)
in the Baltic countries (based in Riga, Latvia)
is recruiting a

**Commercial Assistant (full time)**

**Main duties:**
- Administrative and back-up support with main assistance to Economic and Commercial Counselor for Wallonia.
- Managing and organization of Economic and Commercial Counselor’s agenda, meetings, joined business trips in Finland.
- Handling incoming and outgoing correspondence/telephone/fax/e-mail inquiries.
- Assisting Belgian companies in their export activities towards Finland: preparing market researches and potential partners’ lists, organization of individual visits and B2B meetings.
- Screening and attraction of potential investors.
- Preparing economic reports on different sectors’ overviews regarding Finland.
- Assistance in the organization of different events: Buyers invitations; collective trade missions; trade fairs; conferences; round tables; official visits etc.
- Representation duties in some cases.
- All office logistics and administration support - archives.
- Work load guidance and supervision of Belgian trainees and locals.

**Requirements:**
- Higher education degree.
- Excellent knowledge of Finnish, English, (knowledge of French language will be considered as an advantage).
- Excellent communication and interpersonal skills.
- Proactive positive attitude and attention to the details.
- Extensive main Internet tools abilities - research skills and document presentation.
- Flexibility versus business travelling.
- Previous work and/or study experience in an international environment will be considered as an advantage.

To apply send your CV and cover letter (in English) to riga@awex-wallonia.com
Job starting date: Ideally January 2018, to be decided with candidate.