



The Belgian Business Chamber in Warsaw is seeking a

## **Project Specialist**

The Project Specialist's duties shall include the following:

1. Independent project management,
2. Administration of the Chamber's website and preparation of a monthly newsletter,
3. Organisation of the Chamber's regular business and social events,
4. Providing assistance to the General Manager and BBC employees in organising events and running the office,
5. Contact with the Embassy of Belgium in Warsaw and the economic representative offices of the Regions: Flanders, Wallonia and Brussels,
6. Contact with the media,
7. Maintaining the BBC's membership databases,
8. Administrative work.

The successful candidate should ideally possess the following:

1. A university degree,
2. Very good written and spoken English language skills (C1 level required),
3. Excellent Polish language skills (editing and proofreading abilities will be appreciated),
4. Good written and spoken Dutch language skills (B2)
5. Advanced level in Excel, Word, Power Point and website knowledge,
6. Experience in organising events: social or business,
7. Be well-organised and systematic,
8. Be able to manage priorities and to work autonomously,
9. Be able to conduct several projects simultaneously,
10. Be self-motivated, sociable and possess the confidence to deal with business people,
11. Be enthusiastic and outgoing, with an excellent phone and face-to-face manner,
12. Be willing to work flexible hours,
13. Be willing to share a workload that does not fall directly under their job description.

This role will offer the right candidate an excellent opportunity to interact with the international business community in Warsaw in a professional and challenging but very pleasant work environment.

We offer a contract of mandate for 6 months with the possibility of extension.

The position is available from 2<sup>nd</sup> January 2014. Applications (with CV and covering letter in both Polish and English) should be marked "Project Specialist" and sent to the following address: [bbc@belgium.pl](mailto:bbc@belgium.pl)

Application deadline: 5<sup>th</sup> December 2013.