

**The Trade & Economy Team of the Netherlands Embassies in Oslo, Copenhagen, Helsinki and Stockholm is looking for  
a Pioneer in Dutch Business Development in the Nordics  
to be based in Göteborg.**

Job title: **Business Development Officer Nordics**

Unit/mission: **Trade & Economy Cluster/Embassy of the Kingdom of the Netherlands in Stockholm**

Job/level: **08**

Number of hours: **38**

Starting date: **8 August 2018**

The Business Development Officer – Nordics is a fairly new position. You will create more business from The Netherlands to the Nordics by identifying business opportunities in the region for Dutch companies and research institutes and by offering tailor made support for successful business results.

You are going to work in a diverse, interesting and challenging setting, under the supervision of the expatriate Regional Business Developer (RBD) based in Copenhagen. The RBD-team further consists of a BD officer Baltics, based in Tallinn. You will be based in Göteborg. The area of work will mainly cover Norway and Sweden and, when appropriate, business development for Denmark and Finland can be part of the job.

This is a fairly new position and the role of the officer requires a pioneering spirit and attitude, initiative, flexibility - including readiness to travel -, entrepreneurship and enthusiasm to cooperate as part of the team of the Trade & Economy officers already working in the Netherlands Embassies in the Nordic Baltic region.

**General features of job**

- ☐ setting up a network in the region and gathering information on business opportunities for the themes selected in the RBD-business plan Nordics Baltics.
- ☐ identifying opportunities in the Nordic Baltic region for Dutch business (companies and research institutes).

- ❑ developing structural strategic initiatives which contribute to the goals of the business plan (programmatic approach).
- ❑ drafting detailed project plans, including a financial paragraph.
- ❑ drawing up and carrying out plans for activities for Dutch companies and research institutes.
- ❑ communication about Dutch expertise and business opportunities in the Nordic Baltic region, in coordination with the Embassies in the region.
- ❑ follow up on incoming queries in relation to his/her projects.

## Performance

- ❑ Contributing to the goals of the RBD as formulated in the business plan and in a broader sense to the goals of Dutch economic diplomacy.
- ❑ Taking the lead in finding new business opportunities and transforming general business opportunities into project proposals, activities and access to financial sources.
- ❑ Building and maintaining relevant (commercial) networks in Sweden, Norway and when appropriate in Denmark, Finland and The Netherlands.
- ❑ Using social media for branding and communication of the business opportunities.
- ❑ Structural and up to date administration of projects and business leads.
- ❑ Being constantly well informed about business opportunities by:
  - monitoring developments in priority sectors and projects determined;
  - building up knowledge of local parties and companies;
  - building up knowledge of Dutch companies and organizations;
  - keeping up to date on the major projects and investment plans in the Nordic countries.
  - using social media for branding and communication of the business opportunities.
- ❑ Skills and attitude
  - willingness and ability to multi-task;
  - talent for organizing commercially relevant events, including programs for visiting delegations;
  - team player;
  - excellent networker
  - Strong communicator with impact;
  - Precise in administrative matters;

- Self-starter.

### Knowledge and skill requirements

**level of education:** University graduate, preferably masters level (business administration, engineering)

**level of experience:** proven affinity and some years of relevant experience in commercial work, market analyses and project planning and –management

- ☐ Knowledge of relevant business-organizations, research institutes, government bodies and the various links between them.
- ☐ Knowledge of local markets, new developments and trends.
- ☐ Excellent network in and around Goteborg (public-private)
- ☐ Willingness to go into the local rules and regulations relevant for Dutch businesses.
- ☐ Willingness to learn about the Dutch economy and international economic policy, including the (financial) programs open for Dutch businesses doing business internationally.
- ☐ Where relevant in the context of the economic work: knowledge of the political situation in the region.
- ☐ Fluent in English (written and spoken). Knowledge of one of the Scandinavian languages is a requirement, preferably Swedish. Knowledge of Dutch is a strong asset.
- ☐ Skilled in all relevant IT use: Windows-driven MS Office programs such as Word and Excel, Outlook and social media (Linkedin, FB, Twitter).
- ☐ Knowledge of and skilled in documentation and archiving techniques.
- ☐ Essential: excellent client-facing, social and communication skills.

### Contacts

Please send your motivation letter in English together with your English CV, photo and letter(s) of recommendation by email to [yvette.entius@minbuza.nl](mailto:yvette.entius@minbuza.nl) no later than 1 April 2018.

For further information about the position please contact Mrs. Yvette Entius, Regional Business Developer Nordic Baltic region, phone: +45-31494140. For questions concerning the Embassy in Stockholm, please contact Eva Blom, [eva.blom@minbuza.nl](mailto:eva.blom@minbuza.nl).