

Vacancy: Deputy Representative at the Netherlands Business Support Office Manchester

An exciting opportunity has arisen to join the Netherlands Business Support Office (NBSO) in Manchester as a Deputy Representative. As a Deputy Representative you will work closely with the Chief Representative in supporting Dutch SME's who are looking to expand their business to the United Kingdom. We do this by providing reliable market information, answering specific trade questions and offering a local network. We also work to actively recognise trade opportunities and possible investment opportunities, within the Northern Powerhouse region of the United Kingdom.

Our aim is to promote the Netherlands and its companies, ensuring any market introductions are researched and prepared to go as smoothly as possible. Our key focus sectors are Life Science & Health, Maritime, Advanced Manufacturing & Materials, Aerospace, Automotive and Transport & Logistics although we assist many companies in a variety of markets. NBSO Manchester is part of a worldwide network of Netherlands Business Support Offices (NBSOs) administered by the Netherlands Enterprise Agency (RVO) and works closely with the Dutch Embassy in London.

The Role

Reporting directly into the Chief Representative, the main duties of the Deputy Representative will include:

- Proactively gathering and processing of relevant market information; reporting of opportunities for export or investments by Dutch companies; informing RVO and other relevant parties about these opportunities;
- Advising Dutch companies in their orientation towards the UK market; providing tailor made market information, answer questions on legislation and procedures and assist in finding potential business partners;
- Timely and correct registration of company details to CRM database;
- Maintaining a network of contacts to obtain information and to keep the Chief Representative and RVO up to date on local and national developments;
- Support in the organising of promotional and informational activities, such as seminars, webinars and networking events;
- Support in the organisation of and assistance in receiving incoming delegations, economic missions and participation in trade exhibitions;
- Keeping up to date with developments around Brexit and how these might affect international trade;
- Proactively maintaining relevant websites and social media;
- Assistance to the Chief Representative in the daily operation of the office;
- Contributing to the administration of the office; preparing payments to suppliers and service providers;
- Assuming the daily responsibilities for the office during periods when the Chief Representative is absent.

Key Competencies / Experience

In order to succeed in this role, the following requirements are essential:

- Higher vocational education or equivalent work experience, preferably in the area of business and / or marketing;
- Affinity with international business, the Netherlands and its economy;
- Work experience, preferably 3 to 4 years, in a British or international enterprise;
- Excellent command of written and spoken English (Dutch proficiency is a plus);
- Good professional telephone manner and communication skills;

- Excellent computer knowledge (Microsoft Office, internet) and general skills to learn new systems;
- Willingness to occasionally work outside of office hours and to travel within the UK and abroad as needed;
- Organised, dynamic and self-motivated;
- Able to work independently;
- Customer focussed, result oriented and integer.

The successful candidate will be offered a local contract in scale 7, based on 38 hours per week. The contract is with the Netherlands Ministry of Foreign Affairs, initially for the duration of one year. You will be employed by the Embassy of the Kingdom of the Netherlands in London, with your legal status being defined by the Legal Status (Local Employees) Regulations 2020 (LESC 2020), in conjunction with the mission version for the UK (PUW). A decision to extend the contract depends on job performance.

Interested candidates may send their Curriculum Vitae and motivation letter to Els Steiger, Chief Representative for the NBSO Manchester via els.steiger@nbsso-manchester.co.uk before 30th September 2020.

More information on RVO and the NBSO network can be found at <http://www.rvo.nl/nbsso>, more information about NBSO Manchester and the vacancy can be obtained from Els Steiger on +44 7501 001 914 or els.steiger@nbsso-manchester.co.uk.