



The BLCC is looking for trainees (unpaid)!

The Belgium-Luxembourg Chamber of Commerce (BLCC) in Hong Kong is an independent, member-driven association that provides a platform for individuals & companies to connect, grow their business and succeed in achieving their professional goals. Two traineeship positions are now open at the BLCC!

Responsibilities:

- Event Organization from concept to clean-up
- Member recruitment & engagement
- Content production for the Chamber's Social Media, Website & Email Newsletters
- Writing, producing, distributing & promoting the Chamber's Digital Magazine
- Promoting BLCC Traineeship in Belgium, Luxembourg & Hong Kong
- Ad Hoc work & General Admin

This traineeship is a great opportunity for those who want to explore Hong Kong and East Asia. Work directly with the General Manager of the BLCC to meet interesting professionals, have an inside look into how business is done with our corporate members and take part in government and consulate meetings. Use this traineeship to find out for yourself whether the expat life is for you & what industry and position fits best for you while helping to raise our Chamber to a higher level.

Requirements:

- Undergraduate students or recent graduates from Luxembourg, Belgium and Hong Kong. University or equivalent higher education necessary.
- Good interpersonal & presentation skills, high versatility & good analytical ability.
- Well-versed in computer applications including MS Word, Excel and PowerPoint.
- Team player, highly motivated and with a keen interest in The Chamber's work.
- Excellent command of English is absolutely required; French/Dutch very useful, Cantonese/Mandarin not required but a plus.

The BLCC offers traineeship throughout the year for a duration of **four months or longer**. Prior to application, do realize that Hong Kong is an expensive place to be & this being an unpaid position (some expenses can be covered). Please ensure sufficient funds for travel, housing & living.

After you've decided that you could be the right match for the Belgium-Luxembourg Chamber of Commerce, please send your cv and motivation letter to the General Manager on info@blcchk.org. Well-informed, eloquent & to-the-point applications score well!