

BUSINESS DEVELOPER ASSISTANT (H/F)

JVL Consulting-Conseils s.a.

VEDRIN (Namur)

General informations

<i>Job category:</i>	Support to the responsible of business development
<i>Activity sector:</i>	Consulting engineering company / International services
<i>Work place:</i>	VEDRIN (Namur)
<i>Your function:</i>	To assist the Director and the Project Managers, JVL Consulting is looking for a new assistant of the business development.

JVL Consulting is a Belgian engineering company, based in Namur area, provides consultancy services in activities related to livestock production, animal breeding, pasture management, animal health and food safety projects. One of JVLc's main activities is to organize seminars and trainings in the field of animal health and food safety on behalf of the European Commission.

Candidate profile

<i>Education:</i>	<i>Level:</i> Bachelor (3 years of high school / university)
	<i>Degree:</i> Secretary, Translation, Communication, Management, Administration, Business Management
<i>Specific knowledges:</i>	Good command of Microsoft Office (Word, Excel). Knowledge of other softwares (Acrobat, Photoshop, InDesign, etc.) is an asset.
<i>Languages knowledges:</i>	Fluent in French and English. Spanish would be an asset.
<i>Experience:</i>	3 years
<i>Tasks:</i>	<ul style="list-style-type: none">• Collect administrative documents in order to prepare tenders and support ongoing projects;• Contact experts and partners for the tenders preparation ;• Format documents: Word, Excel, Power Point, MS Project;• Monitor donors' websites for upcoming calls for tenders;• Update the project website ;
<i>Profile & Qualifications:</i>	<ul style="list-style-type: none">• University Degree in business administration / languages / translation / communication or equivalent;• Two years of professional experience in a similar field ;• French as mother tongue• Excellent knowledge of written and spoken English (minimum level C1) ;• Working knowledge of a second foreign language (German, Spanish, Italian, Dutch or other EU languages) is an asset;• Strong organizational skills;• Computer literate: good knowledge of MS Word and Excel;• Driver's licence.

Offer

<i>Working conditions:</i>	Full time job – Week days
<i>Contract:</i>	CDI (permanent contract)

Contact

<i>Entity:</i>	JVL Consulting s.a.
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Contact person:

M. TORDEUR Pascal – Managing Director

Address:

Rue Jean Matagne, 15, 5020 VEDRIN (NAMUR)

URL:

www.jvl-c.com

Contact modality:

Send your application (CV and letter) in English to: tordeur@jvl-c.com