

JOB OPPORTUNITY - Netherlands Business Council France

Project & Services Associate

Are you looking to join a non-profit organization in Paris?

Looking for a full-time position?

Are you based in Paris or willing to relocate?

Would you like to maneuver between politics, business, and public relations?

Yes? Then joining the NLBC is the right thing for you!

NLBC is a vibrant member's organization, accessible to all. A place where entrepreneurs, SME's, multinationals, and managers can network, learn, revolutionize, and grow. We are the link between Dutch companies doing business or launching a business in France. NLBC is a bridge between public institutions and private entities on national and regional markets.

Moreover, we are based in Paris because of its central position to reach the capital and the rest of the country.

The NLBC is the non-profit partner of the Dutch Embassy.

We are looking for our third full time employee: a hands-on person who is looking for an exciting challenge at this growing non-profit Council in a start-up like environment.

The role consists of:

- Organizing and successfully executing services such as matchmaking, trade missions, knowledge groups, studies
- Managing relations and information exchange between Dutch and French companies for business opportunities
- Research and identifying opportunities for Dutch businesses in France
- Developing and executing different event formats for members and partners of NLBC
- Provide support to the Business Director
 - in services development; identifying companies, generating leads, and taking introduction calls
 - in organizing online and offline events
- Growing the online presence of the NLBC by
 - Supporting an online community on LinkedIn
 - Contributing monthly newsletters, blog posts, interviews, and other communication means
 - Publishing communication on website
- Maintain and optimize back office

What you will need to be eligible for the role

- You need to be based in Paris
- You have strong organizational and communication skills
- You need to be native in French, fluent in English and if possible, Dutch
- A passion for business or entrepreneurship
- An understanding of commercial enterprises
- You should be at ease with software suites like Microsoft and Google



- You have experience with WordPress and Pipedrive, or should be willing to learn

What do we offer:

- Full time position (CDD) in a small and motivated team
- Opportunity to grow and use entrepreneurial skills
- A dynamic international work environment, cooperating with start-ups, SME's, and multinationals in France
- Multidisciplinary and challenging projects
- Competitive compensation

Are you interested? Please send your CV and motivation letter to Business Director Anouk Zoet - az@nlbc.fr / +33 (0)6 27 54 66 79