



Vacant Position

Position: Marketing Assistant in Dublin/Ireland

Remuneration: negotiable

The Chamber

The mission of the Belgian Luxembourg Chamber of Commerce in Ireland (BLCC) is to offer to our members a focused platform for the development of their business in Ireland, Belgium and Luxembourg, in a sustainable way.

Through the organisation of privileged exchanges of experience, networking opportunities and high-quality information, the Chamber aims to stimulate the prospects for business development. We are working to promote the import and export of goods and services between our countries, as well as to encourage mutually beneficial investment.

Job specification

BLCC is looking for a creative and enthusiastic part-time applicant for approx. 5 hours a week, starting as soon as possible. You will be responsible for attending and recording the minutes of meetings, the annual membership renewals, organising six to eight events each year, following up on leads for new members, keeping the database up to date and deal with marketing and social media. This position is also suitable for a newly qualified applicant.

Required Qualifications

To apply for this position, you should have the following qualifications:

- have excellent written and verbal communication skills in English (French or Dutch is an advantage).
- have a familiarity with appropriate office applications - Word, Excel, Outlook and PowerPoint.
- have a good understanding of marketing and social media applications.

Your application including a CV and Cover Letter should be send to

Patricia MacKay

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