

RECRUITMENT

JUNIOR SPECIALIST

in

Polish-Portuguese Chamber of Commerce

Polish – Portuguese Chamber of Commerce
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Founded in March 2008 in Warsaw, the Polish-Portuguese Chamber of Commerce (PPCC) is an independent, non-profit organization that sets out to promote the interests of its ca. 200 member companies in respect to the commercial links between businesses in Poland, Portugal and the Portuguese speaking countries.

Our professional and technical experience allows us to promote and enhance the development of the private sector and the relationships between companies and entrepreneurs with interests in the Polish and Portuguese speaking markets.

The PPCC runs its activities towards the development of economic relations, working to attract investors from Portugal to dynamically developing Poland and vice versa, encouraging a continuous improvement of competitiveness and facilitating access of Portuguese and Polish entrepreneurs to new markets.

The Chamber of Commerce offers support in the establishment of commercial contacts, match-making, ad hoc legal advice, organization of individual and group trade missions, market research, training, recruitment services as well as various Member2Member opportunities, discounts. On a monthly basis, we organize seminars, conferences, business mixers and other events.

Our members are the main Portuguese companies operating in the Polish market, Polish businesses that already maintain, or plan to establish business relations with the Portuguese market, as well as multinational companies.

In 2013 the PPCC created the international Regional Representations system, in order to help Chamber's member companies develop international relations in South America, Africa and Central Eastern Europe (CEE).

As a result, the membership in the Polish – Portuguese Chamber of Commerce is an excellent way to establish and develop economic relations between the representatives of companies from Poland and Portuguese speaking countries and to be part of a powerful, unified and representative voice.



Basic Purpose:

The Junior Specialist will be responsible for management of the PPCC web page and social media, support in organization of PPCC events and initiatives.

Main responsibilities:

- Management of PPCC's web page (general content + current news);
- Management of PPCC's social media profiles (Facebook, twitter);
- Elaborating of preliminary market research and contact lists;
- Translations (English/Portuguese);
- Assistance in events' organization;
- Participation in meetings (trainings, PPCC's potential new members, collaboration with the PPCC representatives)

Critical skills and requirements:

- Native Portuguese speaking
- English language skills of at least C1 level
- Computer skills at user level
- Teamwork
- Ability to build business relations
- Openness and willingness to gain experience and new skills
- Flexibility to attend events outside working hours

We offer:

- Pleasant working atmosphere
- Opportunity to gain work experience in an international environment
- Opportunity to establish valuable business contacts
- Opportunity to participate in interesting projects
- Fixed-term contract (1 year)

