

## JOB DESCRIPTION FOR A PERMANENT POSITION OR FOR A FREELANCE POSITION

<b>Job Title:</b>	<b>Relationship Manager</b>	<b>Location:</b>	<b>Luxembourg City</b>
<b>Company:</b>	<b>LPBC asbl</b>	<b>Region:</b>	<b>Grand-Duchy</b>
<b>Starting date:</b>	<b>a.s.a.p. or by September 2016</b>		

Luxembourg-Poland Business Club LPBC, founded in Grand-Duchy of Luxembourg in 2012, is a non-profit organisation facilitating vibrant business-to-business relations between Poland and Luxembourg. With over 30 corporate and over 40 private members LPBC is one of the biggest business chambers in Luxembourg.

Every year LPBC is aiming around 8-12 business events, trainings up to the recent “The Summer Business Ball”, all of them conducted in English. Our events are attended by 30 to 180 guests mainly from Luxembourg but also from Poland and other countries being present in Luxembourg.

LPBC has established during the years of his existence, very good relationships with not only our members, but also both embassies (Polish in Luxembourg and Luxemburgish in Poland) as well as with other business chambers based in Luxembourg and Poland.

### Tasks and Responsibilities

- Marketing
  - regular updates of the LPBC website
  - dealing with customer mailing lists
  - preparing newsletters (Mailchimp)
  - taking photos during events
  - social media management
  - preparing power point presentations
  - preparing leaflets; booklets
- Active contact with our private and corporate members (e.g. dealing with mails/calls; requests; collecting ideas for future events; encouraging being an expert; implement possible new ideas into live like e.g. LPBC dealing with advertising for working positions etc.)
- Collecting the annual fees of corporate- and private members at the beginning of each calendar year

- Event coordination
- Deal with our external providers (hotels; restaurants; etc.)
- Projects support (i.e. marketing activities, communication with stakeholders)
- Active participation in finding new corporate members (especially in Poland), which can be compensated with a percentage of the corporate membership fee
- Facilitating our Board and Advisory Meetings and drafting minutes from those meetings
- Being reachable via mail and/or phone all working days for at least 2 hours (unless the LPBC board will be informed at least 2 days in advance about the absence of the Relationship Manager)

Other tasks and responsibilities may be added according to the development and the needs of the business club

## Requirements:

- Computer skills (Excel; Word; PowerPoint; additional programs may be an advantage)
- Customer-service orientation
- Sales skills would be an advantage
- Excellent interpersonal skills and be able to work independently
- The ideal candidate should speak and write fluently English and Polish (desirable); Luxembourgish and French as well German would be an advantage
- Driving licence and access to a car would be an advantage
- Strict confidentiality

**For more information about Luxembourg-Poland Business Club a.s.b.l., please visit our site:**

**[www.lpbc.lu](http://www.lpbc.lu)**

**Remuneration:** to be agreed

**Working time:** On a permanent contract: 16 hours a week. On a freelance contract approximately 16 hours a week.

Type of contract to be chosen and agreed by candidate / LPBC.

If you wish to apply for this position, please submit your CV with a note of motivation by sending an e-mail to: [info@lpbc.lu](mailto:info@lpbc.lu)