

Vacancy: Deputy Representative NBSO Querétaro, Mexico

An exciting opportunity has arisen to join the Netherlands Business Support Office (NBSO) in Querétaro as a Deputy Representative. As a Deputy Representative, you will work closely with the Chief Representative in supporting Dutch SME's who are looking to expand their business to Mexico. We do this by providing reliable market information, answering specific trade questions, offering a local network and regularly organising events. We also work to actively recognise trade opportunities and possible investment opportunities, in Querétaro and across the Bajío region. Our aim is to promote the Netherlands and its companies, ensuring any market introductions are researched and prepared to go as smoothly as possible.

About NBSO Querétaro

NBSO Querétaro is a trade office of the Dutch Ministry of Foreign Affairs. Together with Embassy in Mexico City and the Honorary Consuls, they comprise the economic network of the Netherlands in Mexico. The NBSO team is made up of a Chief Representative and a Deputy Representative.

The NBSO's current key focus sectors include HTSM, Automotive, Water, Energy, Life Science & Health, Mobility and Agro-Food, although we assist many companies in a variety of markets and across a broad range of sectors.

NBSO Querétaro is part of a worldwide network of Netherlands Business Support Offices (NBSOs) administrated by the Netherlands Enterprise Agency (RVO). NBSOs have no diplomatic status and are dedicated exclusively to the promotion of Dutch trade and investment.

Tasks & Responsibility

The position of Deputy Representative is a supporting role to the Chief Representative, whose main task is strategic and business development. At the same time, independence is expected in supporting Dutch companies showing interest in the Mexican market. The main tasks and responsibilities of the DR include:

Individual Business Support:

- Advising Dutch companies in their orientation on the Mexican market, specifically opportunities in Querétaro and across the Bajío region
- Scheduling and follow-up after business meetings
- Providing services such as general & tailored market information and business matchmaking
- Making connections and introductions to relevant stakeholders

Operations:

- Processing the financial administration for the office
- Registering and updating all NBSO activities in the database of the Dutch government, in travel systems and other relevant work documents
- Preparing reports on projects managed by NBSO
- Taking over the daily responsibility for the office during the absence of the CR.

Marketing & Communication:

- (Co-)organisation of promotional activities, informative export meetings, fairs and seminars, visit programs for trade missions, official delegations and business organisations.
- Implementing the communication strategy and social media campaigns to increase the number of followers and reach the target audience;
- Manage the NBSO's social media channels (content, posts, management).

Sector Account:

- Building up knowledge and relations concerning priority sectors of NBSO Querétaro
- Proactively collect and process relevant market information; identify export or investment opportunities for Dutch companies
- Write sector relevant market reports and factsheets

Qualifications

We are looking for someone who attends to the following qualifications:

- ✓ Higher education degree, preferably in the area of business administration or international trade.
- ✓ Affiliation with international business, the Netherlands and its economy.
- ✓ Working experience, preferably 3 to 4 years, in a Mexican or international enterprise.
- ✓ Knowledge of Mexican tax- and import regulations
- ✓ Excellent proficiency in written and spoken Spanish and English (C1). Proficiency in Dutch is considered an advantage.
- ✓ Experienced in answering questions and processing information in an adequate manner.
- ✓ Experienced in organising business events.
- ✓ Experienced in using social media like LinkedIn.
- ✓ A right to work and live in Mexico
- ✓ Available from 1st November 2026

Preferred competencies

Eligible candidates possess or excel in these competencies:

Networking abilities, Result and Service orientation, Flexible, Pro-active, Planning & Organising, Collaboration, Management sensitivity and Integrity

About the position

This is a full-time position, governed by a local employment contract under the terms and conditions set out in the 2020 Employment Conditions Regulations for Locally Engaged Staff (RLW2020) of the Ministry of Foreign Affairs of the Kingdom of the Netherlands and the Post Regulations of the Embassy of the Kingdom of the Netherlands in Mexico City.

The position of Deputy Representative is classified at RLW salary scale 7, with a minimum gross monthly salary of MXN 37.482 and a maximum of MXN 56.224, based on a full-time workweek of 35 hours. Placement within the salary scale will be determined on the basis of the candidate's demonstrable years of relevant work experience.

The Embassy will deduct taxes and salary will be paid in nett. A vacation allowance of 3.89% and a 13th month allowance of 11.11% are paid. You will receive 147 hours of leave on top of to the 13 fixed days of Mexican or Dutch holidays and a private health insurance at reduced costs for the employee and his or her dependents.

Interested?

Interested candidates may send their Curriculum Vitae and motivation letter no later than 23rd August 2026 to Peter Koenderink via info@nbsomexico.com. Incomplete applications will not be considered.

More information on RVO and the NBSO network can be found at <https://english.rvo.nl/topics/international-network/nbsos>, more information about NBSO Querétaro can be obtained in direct contact with the NBSO by 4421684507 or peter@nbsomexico.com