

We have an immediate opening for a fulltime or part-time (4/5 days/week)

Office Manager

The **International Association for the Evaluation of Educational Achievement (IEA)** is currently seeking an **Office Manager** to join our team at the IEA in Amsterdam, The Netherlands. The IEA conducts large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education.

Job description:

As an Office Manager, you must be flexible, organized and detail oriented. We seek a person with a proactive approach and can-do attitude, who is comfortable working in international, project-based settings and the non-profit sector. The successful candidate will be a team player and have strong skills in planning, organizing, and communication.

Responsibilities:

Reporting to the Director of IEA Amsterdam, the Office Manager will be responsible for:

- Office correspondence, evidence and recording (including office email folders and database entries).
- Registration management and travel arrangements on behalf of staff at IEA Amsterdam, including IEA Committee staff and members as needed.
- Supporting the Events Officer (IEA conference/meeting logistics support. E.g., the annual General Assembly, Committee meetings, IEA Research Conference, and social events).
- Taking minutes in international meetings.
- Office management, maintenance, and supply management.
- Public relations tasks (answering the phone, welcoming guests, accommodating visitor needs, etc.)
- Other duties as assigned by IEA Amsterdam.

What we expect:

- Right to work in the Netherlands.
- Minimal qualifications: 1) senior secondary vocational education (MBO)/higher professional education (HBO) and 2) a minimum of two years of professional experience in providing administrative assistance on behalf of an organization, ideally in an international setting.
- Excellent communication skills, both written and verbal in English (native or near native).
- Ability to manage a busy workload with tight deadlines.
- An analytical and flexible mind-set.
- Highly collaborative approach, with strong interpersonal skills.
- A distinctive service mentality, excellent self-management ability
- Experience with multicultural teamwork.



Additional information:

This is a full-time or minimum 4-day position.

We offer a one-year contract with the prospect of a long-term employment relationship.

Starting date: ASAP

*Please provide your desired salary range.

*We welcome international and multilingual applicants.

Closing date: 7 March 2021

Interviews will be held during the week commencing 8 March.

For interested candidates, please send your application (cover letter and comprehensive CV in English) by e-mail to hr@iea.nl. Please indicate "Vacancy: Office Manager" in the subject line.

Homepage: <http://www.iea.nl/>