

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

## **Executive Assistant**

The **International Association for the Evaluation of Educational Achievement (IEA)** is currently seeking an **Executive Assistant** to join our team at the IEA in Amsterdam, the Netherlands. 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:**

For our Executive Director, who undertakes extensive global travel throughout the year, we are looking for a highly skilled assistant to act as his central focal point in our Amsterdam Office, and to coordinate his international travel activities as well as create presentations for him and perform editing and reviewing tasks for his research publications.

As an Executive Assistant, you must be flexible, organized and detail oriented. We are seeking an individual with a proactive approach and can-do attitude, who is comfortable working in an international, project-based setting and within the non-profit sector. The successful candidate will be a team player and have strong planning, organization, and communication skills.

### **Responsibilities:**

Reporting to the Director of IEA Amsterdam, the Executive Assistant will be responsible for:

- Coordinating all aspects of arrangements for extensive global travel including, booking flights, hotels and local transportation as well as making other local arrangements; providing agendas and itineraries; and arranging visa/passport requirements as needed
- Preparing PowerPoint presentations
- Reviewing and editing tasks
- Gathering meeting materials, researching and compiling background information
- Corresponding with international meeting hosts
- Calendar management: scheduling meetings and coordinating appointments
- Administration and finance tasks, e.g., renewing memberships and subscriptions and taking care of invoices and travel expense claims
- Taking minutes during international meetings
- Providing various administrative support and other duties as assigned by IEA Amsterdam, e.g., assisting in office correspondence, office management and public relations tasks
- Liaising with the IEA Hamburg office

## **Profile:**

- Right to work in the Netherlands
- Minimum qualifications: 1) higher professional education (HBO) and 2) Several years of secretarial and personal assistant experience at management level, ideally in an international setting
- Excellent communication skills, both written and verbal in English (native or near-native)
- Knowledge of German is desirable, other languages (such as French or Spanish) are a plus
- Excellent MS Office skills (especially Word and PowerPoint)
- Ability to manage a busy workload within tight deadlines
- An analytical and flexible mindset
- Experience working in an international environment
- A distinctive service mentality and excellent self-management ability
- Ability to prioritize and take initiative
- Proven time management and organizational skills
- An independent, proactive, and organized approach to work

## **Additional information:**

This is a fulltime or minimum four-day position.

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

**Job start date:** 1 September 2021

**Application closing date:** 21 July 2021

Interviews will be held during the week commencing 26 July.

Interested candidates should send an application in English (cover letter, comprehensive CV, and salary expectation) by e-mail to [hr@iea.nl](mailto:hr@iea.nl). Please indicate "Vacancy: Executive Assistant" in the subject line.

\*Please provide your desired salary range.

\*We welcome international and multilingual applicants.

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