

## **Vacancy Announcement: Executive Assistant (IEA Amsterdam)**

*We are seeking an experienced and highly organized Executive Assistant for our Amsterdam office. IEA is a non-profit that conducts high-quality, large-scale comparative studies of education across the globe. Our studies enable a better understanding of the policies and practices that foster educational progress and play a critical role in helping nations build their own knowledge and research capacity.*

### **About the Role**

The role combines Executive Assistant responsibilities and general HR administrative tasks. The IEA Amsterdam team has expanded in recent years, now consisting of teams covering secretariat, communications, country outreach, project management, and finance activities. The Executive Assistant will work directly with IEA's Executive Director and the directors of IEA Amsterdam, and will work closely with the wider IEA Amsterdam team.

Key responsibilities include the travel planning and logistics for IEA Directors who undertake extensive global travel throughout the year. Next to this, the role includes supporting HR administrative tasks, such as fulfilling compliance related tasks for the Dutch Employee Insurance Agency (UWV), and answering employee queries regarding HR-related responsibilities, benefits, and procedures. The role requires attention to detail, confidentiality, and strong organizational skills.

As an Executive Assistant, you will be flexible, organized, and detail-oriented. This role is well suited to someone who is motivated by providing high-level executive support, enjoys playing a central role in ensuring the smooth functioning of an international organization, and takes a proactive and independent approach to their work. The successful candidate will be a team player having strong planning, organization, and communication skills, as well as a people-oriented mindset.

### **Key Responsibilities**

#### Executive Assistant:

- 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 where needed;
- Checking and fine-tuning presentations;
- Reviewing and editing documents and materials;
- 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 processing invoices and travel expense claims;
- Taking minutes during international meetings.

#### HR Administrative Tasks:

- Compliance & Policy Maintenance: Supporting the updating and distribution of employee handbook and FAQ documents;
- Recruitment & Onboarding Support: Coordinating logistics such as posting job ads and scheduling interviews;
- Organizing and contributing to internal team-building activities and staff events;

- Providing general administrative support and other duties as assigned by the directors of IEA Amsterdam, e.g., assisting in office correspondence, office management and public relations tasks.

## Profile

- The right to work in the Netherlands with the ability to travel;
- Excellent written and verbal Dutch and English communication skills (knowledge of German is desirable, other languages, such as French or Spanish, are a plus);
- Experience and interest in research is preferred, ideally within an educational context. 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 organizational skills, with strong attention to detail and commitment to ensuring accuracy across materials;
- Proven time management and organizational skills and excellent MS Office skills (especially Word and PowerPoint);
- Not easily fazed by digital or technical tasks, and confident in learning and working with a variety of systems and platforms;
- A diplomatic approach to working with internal and external stakeholders, cultural sensitivity and awareness of the challenges of working in an international organization;
- Strong interpersonal skills and ability to collaborate effectively with partners in a global and multicultural environment;
- Ability to manage a busy workload under tight deadlines, and a distinctive service mentality and excellent self-management ability.

## Why Work at IEA

- Join a leading international organization in educational research.
- Collaborate with diverse global partners and stakeholders.
- Be part of a mission-driven, supportive, and inclusive culture.
- Enjoy a centrally located office in Amsterdam and flexible work policies (IEA has a hybrid working policy, with a 60–40% working from office/home).
- Benefit from learning and development opportunities.
- A competitive compensation and benefits package.

The position is full-time or at least four-days a week and is based in Amsterdam. An initial one-year contract will be offered, with the prospect of a permanent contract—to be discussed before the end of the contract term. Interested candidates should send an application (cover letter, comprehensive curriculum vitae, and desired salary range) by e-mail to [hr@iea.nl](mailto:hr@iea.nl). Please include “Executive Assistant” in the subject line. For informal enquiries about this role, please contact Andrea Netten, Director of IEA Amsterdam, [a.netten@iea.nl](mailto:a.netten@iea.nl).

**Desired start date:** June 2026

**Closing date:** 6 April 2026

**First round interviews:** Week commencing 13 April 2026