

## VACANCY ANNOUNCEMENT: Management Assistant

The **International Association for the Evaluation of Educational Achievement (IEA)** is currently seeking a **Management Assistant** to join our team at the IEA office 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:

As a Management Assistant, you must be flexible, organized and detail-oriented. We seek a person with a pro-active 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 Management Assistant 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.
- IEA conference/meeting logistics support (e.g. the annual General Assembly, Committee meetings, IEA Research Conference, and social events).
- 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.
- Experience with multicultural team work.

**Additional information:**

This is a 32 hours-per week 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:** 21 January 2019

Interviews to be held during the week commencing 28 January

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

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