

Executive Assistant Position in the IMF Brussels Office

The IMF Offices in Europe seeks to recruit a full-time Executive Assistant based in Brussels.

The position carries a competitive salary and benefits package and will be governed by IMF employment conditions for staff recruited for field positions outside of headquarters. The IMF is committed to achieving a diverse staff, including on gender, nationality, culture, and educational background.

The contract will be open and renewable with an initial appointment term of one year.

Job Profile

The Executive Assistant will execute a range of tasks under the guidance of the Director of the IMF Offices in Europe and other senior staff.

The main duties and responsibilities will include:

- Assisting the Director with all aspects of their agenda management, including scheduling meetings and maintaining the overall staff work plan for both the Brussels and Paris offices.
- Responding to phone calls and emails, routing correspondence, and receiving visitors.
- Inputting invoices for approval and payment in the central billing system and maintaining an overview of expenditure against budget.
- Compiling travel expense reports.
- Managing office materials and supplies.
- Liaising with the office landlord regarding lease, building maintenance and security issue.
- Maintaining staff leave and attendance records and executing contract extensions and other HR-related tasks.
- Liaising with the Belgian protocol service and other relevant ministries.
- Providing logistical support to visiting IMF missions and senior management.
- Assisting with the organization of external and internal events.
- Assuring the servicing and annual technical inspection of the office car.
- Providing technology assistance and other administrative duties as needed.

Qualifications

Candidates would be expected to have the following skills and qualifications:

- Excellent organizational and work management skills, including an ability to multi-task under time pressure.
- Strong interpersonal and oral communication skills and an ability to interact effectively and tactfully with IMF, EU, and other officials.
- Personal initiative and resourcefulness, including an ability to work with minimal supervision, as well as sound judgment in handling confidential information.
- Flexibility to work outside normal office hours as and when needed is expected.
- Fluency in English, with a minimum of two years' work experience in an English-language environment.

- A good command of French and preferably a working knowledge of Flemish.
- Proficiency in office technologies, including standard word processing and data management software.
- Extensive relevant work experience. University, college, or vocational training and degrees would be a plus.
- The candidate must be legally entitled to work in Belgium and hold a valid driving license.

If interested, please apply online [here](#) by June 9. Shortlisted candidates will be invited for an interview in late June/early July and the successful candidate would be expected to take up the post at the beginning of September.