



## **International Monetary Fund's Offices in Europe**

### **Vacancy Announcement**

#### **Administrative Assistant/Senior Administrative Assistant (Paris)**

The International Monetary Fund's Offices in Europe is seeking a dynamic Administrative Assistant / Senior Administrative Assistant to work in our Paris office. This is a full-time local contractual position which carries a competitive salary and benefits package, and which will be governed by IMF employment conditions for locally recruited positions outside of headquarters. The IMF is committed to achieving a diverse staff, including with respect to gender, nationality, culture, and educational background. The contract will be for an initial appointment term of one year. Potentially renewable up to three years (multiple times).

#### **Job Profile**

The Administrative Assistant / Senior Administrative Assistant will handle a range of tasks under the overall guidance of the Director of the IMF's Offices in Europe and other senior staff, coordinating closely with the Offices in Europe's Executive Assistant in Brussels.

#### **The main duties and responsibilities will include:**

- Assisting Paris-based staff with agenda management, including scheduling meetings.
- Responding to phone calls and emails, handling correspondence and shipments to and from IMF headquarters, and receiving visitors.
- Inputting invoices for approval and payment in the central billing system and maintaining an overview of expenditures against budget.
- Compiling travel expense reports.
- Managing office materials and supplies.
- Liaising with the World Bank Paris office regarding the office lease, building maintenance, security, and other pertinent issues.
- Maintaining staff leave and attendance records and executing contract extensions and other HR-related tasks.
- Liaising with the French protocol service, other relevant French government ministries and entities, the Banque de France, the OECD, the U.S. Embassy (for visa applications of staff members who need to travel to the U.S.), and other counterparts.
- Providing logistical support to visiting IMF missions and senior management.
- Assisting with the organization of external and internal events, as well as monitoring events and activities for planning calendar.
- Organizing storage of key files and assisting with downsizing of office archives.
- Providing technology assistance (e.g., trouble-shooting connectivity and printer issues) 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, French, 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 occasionally, and potentially to undertake limited travel (e.g., to Brussels).
- Fluency in English, with a minimum of two years' work experience in an English-language environment, and fluency in French.
- Proficiency in office technologies, including standard word processing and data management software.
- Extensive relevant work experience (at least five or more). University, college, or vocational training and degrees would be a plus.
- The candidate must be legally entitled to work in France.

If interested, please submit your CV and cover letter here [Careers](#) (imfjobs). Shortlisted candidates will be invited for an interview in September, and the successful candidate would be expected to take up the post in October/November.

Candidates must be nationals or residents of the duty station or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF will not sponsor or help with obtaining work permits.

*The IMF is committed to achieving a diverse staff, including age, creed, culture, disability, educational background, ethnicity, gender, gender expression, nationality, race, religion and beliefs, and sexual orientation. We welcome requests for reasonable accommodations for disabilities during the selection process.*