

## VACANCY ANNOUNCEMENT: Office Manager

The **International Association for the Evaluation of Educational Achievement (IEA)** is currently seeking an **Office Manager** to join our team at 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:

As an Office Manager, you must be flexible, organized, and detail-oriented. We seek a person with a proactive 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 Office Manager will be responsible for:

- Office correspondence, evidence, and recording (including organizing and managing office email folders and database entries).
- Registration management and travel arrangements on behalf of staff at IEA Amsterdam, and IEA Committee staff and members, as needed.
- IEA conference/meeting logistics support (e.g., for the annual General Assembly, Committee meetings, IEA International 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) and basic understanding of Dutch.
- Strong skills in the use of Microsoft Office 365 and general knowledge of CRM software.
- 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 teamwork.



**Additional information:**

This is a fulltime position.

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

**Starting date:** Mid-August

\*Please provide your desired salary range.

\*We welcome international and multilingual applicants.

**Closing date:** July 13, 2020

For interested candidates, please send your application (cover letter and comprehensive CV in English) by email to [hr@iea.nl](mailto:hr@iea.nl). Please indicate “Vacancy: Office Manager” in the subject line.

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