

## Internship Vacancy – Administrative Assistant

*Are you ready to embark on a dynamic internship experience where you'll play a crucial role in supporting our Secretariat and gain valuable hands-on experience in a fast-paced environment?*

*Join EFRAG as an administrative assistant intern and be part of our mission to build on and contribute to progress in corporate reporting!*

- **Location:** EFRAG offices, Brussels, Belgium
- **Period:** 3 to 6 months term
- **Hours:** Full-time (38 hrs/week)
- **Allowance:** Contribution to living costs, meal tickets + transport allowance

The ideal start date for this position is 1 April 2024. We also welcome applications beyond this date.

Application deadline: 15 March 2024

Selected candidates will be invited to interview at EFRAG's office (Brussels) in the second half of March 2024.

### Responsibilities of the position

EFRAG is seeking a motivated and detail-oriented administrative assistant intern to provide support to our Secretariat and executive team. This internship offers an excellent opportunity to gain valuable experience in administrative operations within a dynamic and collaborative environment. The administrative assistant intern will work under the supervision of EFRAG's management (the CEO, project directors, team leaders and EFRAG Board Reporting Chairs) and in coordination with EFRAG's staff.

The role is based at EFRAG's office in Brussels, and it requires working at least two days in the office.

### Main Tasks

- Calendar management:
  - Managing executives' calendars, scheduling appointments, and coordinating meetings
  - Planning and scheduling meetings, including logistical arrangements and agenda preparation
  - Coordinating company events and assisting with logistics as needed
- Administrative support:
  - Providing administrative support, sending administrative emails

- Screening calls:
  - Screening incoming calls and correspondence, addressing queries with appropriate answers

### Eligibility

You must be currently enrolled in a relevant academic program (for administrative secretary, executive assistant) or be a recent graduate. You must have EEA nationality and be based in Brussels during the time of your internship.

### Skills

- Strong organisational skills, with a keen attention to detail
- Excellent written and verbal communication skills in English and French (proficiency in additional languages is preferred)
- Proactiveness and diligence in managing multiple tasks and communicating regularly
- Ability to work independently and manage priorities
- Good knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

### What we offer

- Hands-on experience in a professional setting
- The opportunity to work closely with experienced professionals and executives
- Exposure to the European and global sector of corporate reporting

Primarily, we offer the chance to become part of a vibrant international team within a rapidly expanding organisation, fostering your professional growth and skill development. We prioritise a healthy work-life balance for our team members, striving to ensure that your experience with us is both fulfilling and enjoyable!

**Interested? Send your application (CV plus cover letter) to Saskia Slomp, EFRAG CEO, at [Rh@efrag.org](mailto:Rh@efrag.org) by 15 March 2024.**

**For any questions, please contact Caroline Martins (EFRAG Communications & Media Manager): [caroline.martins@efrag.org](mailto:caroline.martins@efrag.org) or call +32 (0) 2 207 93 00.**

#### About EFRAG:

Based in Brussels, EFRAG is a private association established in 2001 with the encouragement of the European Commission to serve the public interest EFRAG's activities are organised in two pillars:

- Financial Reporting Pillar: influencing the development of IFRS Standards from a European perspective and how they contribute to the efficiency of capital markets and providing endorsement advice on (amendments to) IFRS Standards to the European Commission.
- Sustainability Reporting Pillar: developing draft EU Sustainability Reporting Standards and related amendments for the European Commission.