

Vacancy – Executive Assistant

Join EFRAG as Executive Assistant to EFRAG's key leaders and be part of our mission to build on and contribute to progress in corporate reporting!

- **Location:** EFRAG offices, Brussels, Belgium, with some teleworking allowed
- **Hours:** Full-time (38 hrs/week)

The ideal candidate would start as soon as possible.

Application deadline: 15 May 2024

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

Responsibilities of the position

EFRAG is seeking an experienced and dynamic professional willing to support our management leaders in a fast-paced environment. The ideal candidate will provide high-level administrative and coordination support to our management team and the Chairs of our Boards (EFRAG Sustainability Reporting Board, EFRAG Financial Reporting Board and EFRAG Administrative Board).

The role is based at EFRAG's office in Brussels.

Main Tasks

- Calendar management:
 - Managing executives' calendars, scheduling appointments, and coordinating meetings
 - Planning and scheduling external and internal meetings according to the executives' calendar availabilities.
 - Coordinate events, travel arrangements and side-meetings with stakeholders
- Administrative support:
 - Providing administrative support, sending administrative emails
 - Prepare and send correspondence, reports, and general presentations.
 - Handling confidential information with diplomacy, discretion and professionalism.
- Act as a liaison between management leaders and internal/external stakeholders when appropriate

Skills

- Proven experience as an Executive Assistant or similar role with several years of experience
- Excellent 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.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to multitask and prioritize tasks effectively.

Eligibility

You must have EEA nationality.

What we offer

- Competitive salary package.
- Dynamic and collaborative work environment.
- Comprehensive benefits package.

Interested? Send your application (CV plus cover letter) to Saskia Slomp, EFRAG CEO, at Rh@efrag.org by 15 May 2024.

For any questions, please contact Caroline Martins (EFRAG Communications & Media Manager): 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.