



Embassy of the Kingdom of Belgium
in **Washington**

JOB OPENING

We are seeking a motivated and versatile **assistant to the Deputy Chief of Mission (DCM) and to the Political and Economic sections** of the Embassy of Belgium. You will be in charge of the DCM's schedule, appointments, contacts and travel arrangements and will manage monthly expense reports. You will be responsible for general administrative tasks, agenda management and correspondence. We are looking for a flexible and dynamic person who speaks and writes well in English and Dutch or French. Knowledge of both Dutch and French will be considered a plus. Good communication skills are essential. You should be able to work independently and be punctual and organized.

<i>Position</i>	Administrative Assistant (full-time – 40 hours per week)
<i>Location</i>	Embassy of Belgium, 1430 K St NW, Washington, DC 20005
<i>Starting date</i>	April 15, 2025
<i>Deadline for application</i>	February 14, 2025 (noon)

Job Description (Tasks and Duties)

- Manage the DCM's agenda, appointments, contacts and travel arrangements
- Prepare and manage monthly expense reports for the DCM
- Assist with the co-ordination of meetings and events, both in person and virtual
- Prepare and edit correspondence, communications, and other documents in English, Dutch and French
- Assist visitors and guide them in an appropriate way
- Assist with arrangements for official visits from Belgium
- Coordinate the schedule of the drivers
- Answer and manage incoming office e-mails and phone calls
- Manage the recruitment process for interns
- Ensure a smooth transition and arrival of diplomats and interns
- Follow-up IT requests regarding employees, material and/or applications
- Follow-up requests from students/schools for visits to the embassy

Profile

Candidates should:

- Have advanced written and spoken knowledge of English and Dutch or French
- Have excellent organizational and writing skills
- Knowledge of MS Office 365
- Be autonomous, proactive, highly motivated and demonstrate sense of initiative
- Be a good team player and able to coordinate your work with other colleagues
- Be reliable, accurate and trustworthy
- 'Can-do' mentality and goal oriented

The following additional skills will be considered as assets:

- Experience with working in a multi-disciplinary and multi-cultural environment
- Knowledge of both Dutch and French

Conditions of Employment (Compensation and Benefits)

- Gross monthly salary range: **\$5,558 – \$8,059**. This range is based only on the recognition of relevant and verified employment experience
- A one-year contract, with the possibility of a permanent contract afterwards
- 24 days of paid annual leave, in addition to 14 official holidays
- A \$150/month transportation allowance
- Top-notch health insurance (Medical, Dental and Vision), with 85% employer's contribution
- Disability insurance
- A desirable international work environment with short communication channels and few hierarchical levels

Requirements (Required qualifications)

- Must be eligible to work in the United States : candidates should either be U.S. citizens, be a Legal Permanent Resident (green card), or have a valid US visa with a work authorization
- Have advanced written and spoken knowledge of English and Dutch or French

Applications

To apply for this position, please send your **resume, cover letter and a list of reference persons** no later than 12PM (noon) on February 14, 2025 to notification.washington@diplobel.fed.be with "**Application Assistant 2025 - [your name]**" in the subject line. For any questions related to this position, please contact us by email at the same address.

Selection Process

- CVs and cover letters received in due time will be carefully examined
- The short-listed candidates will be invited to an interview
- References will be checked for those who are shortlisted
- The successful candidate will be subject to a background check

The Embassy of Belgium is committed to a policy of equal opportunities and to creating a diverse working environment, free from discrimination, where everyone is included and treated fairly. We are an equal opportunity employer, making all employment decisions without discrimination based on race, gender identity, sexual orientation, national origin, citizenship, disability, age, religion, political opinions or any other criterion protected by law.