IBFD is the leading international provider of cross-border tax expertise. An independent, non-profit foundation, IBFD has a long-standing history in supporting and contributing to tax research and academic activities. IBFD utilizes a global network of tax experts to serve Fortune 500 companies, governments, universities, international consultancy firms and tax advisers. IBFD’s core business is research, publishing (online and print) and education in international taxation. All IBFD products are accessible through IBFD’s Tax Research Platform, the powerful online engine behind efficient tax information and research. Founded in 1938 and headquartered in Amsterdam, IBFD also has a local presence in important markets such as North America, Asia and China.

Currently, we have an opening for a challenging combination position of:

**Desk Editor / Electronic Publishing**

**Production Coordination Department (PCD)**
Working in the PCD team, you will be based in Amsterdam. You will be responsible for the grammar and style quality of all IBFD publications, published on paper as well as online. The PCD team consists of 19 people, including a coordinator. As a PCD staff member, you will (linguistically) edit most of our publications, which are written in English and concern international taxation, and marketing material. Further, you will occasionally work in XML and check the layout of our online, electronic and paper products.

**Electronic Publications Department (EPD)**
You will be working in the EPD team for one day a week. You will be responsible for the style quality of all electronic/online IBFD publications. The EPD team consists of 4 people. As an EPD staff member, you will process updates for most of our electronic/online products. Each PCD/EPD staff member works in close cooperation with the other team members and with all internal and external authors and editors.

**Responsibilities**
- Linguistic editing, proofreading, correcting and preparing for publication of online and printed text
- Online publishing of journal articles, updates of databases, etc.
- Checking print proofs of books, journals and promotional material; checking online publications and eBooks
- Monitoring deadlines in consultation with responsible editors and coordinator
- Applying and monitoring IBFD house style and maintaining consistency of text and layout of IBFD publications and promotional material
- Styling of Word documents
- Processing updates of databases in XML format (XML will be trained internally)

**Skills**
- Accuracy and attention to detail
- Good passive knowledge of the Dutch language is required
- Team player
- Ability to work autonomously

**Salary & fringe benefits**
We offer a full-time position (37 hours per week) with a salary, depending on background and relevant work experience, between EUR 2,700 and EUR 3,200 gross per month on a full-time basis. Completed by an attractive package of fringe benefits, including:
- 8% holiday pay
- Flexibility with 5.44% Personal Budget (individual choice to buy up to 13 days extra paid holiday per year or receive an end-of-year bonus)
- Pension free of premium

For more information, please contact:
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Telephone +31-20 55 40 368

Please send your resume together with a motivational letter before 15 March 2020 to:
Belinda Zuidinga, HR Advisor, e-mail: recruitment@ibfd.org.