



# IBFD Vacancy

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 advisors. 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.

IBFD's Library and Information Centre is widely regarded as the world's leading resource facility in the field of international and comparative taxation. The extensive collection, which covers almost every country in the world, comprises approximately 40,000 books and e-books, subscriptions to over 1,100 journals, official gazettes, loose-leaf services and online databases, as well as thousands law texts and official documents from countries all over the world and access to websites of relevant resources such as governments, universities and law firms. The collection spans more than a century of highly pertinent primary and secondary source materials many of which are available in their original languages. The library collection spans more than a century of highly pertinent primary and secondary source materials many of which are available in their original languages. The Library and Information Centre is currently looking for:

## 2x Library Assistant - Technical Support (24 hours each)

(3 days per week, non-consecutive days)

### Main responsibilities

The Library Assistant is responsible for supporting the day to day servicing of internal and external clients and their topical questions at and via the library desk. On top, s/he ensures a smooth flow of data correction activities in the back office of the library.

Tasks include:

- ▶ Front Office work: supporting clients and responding to requests (min 2 times per week)
- ▶ Technical Back Office: cataloguing of materials added to the library collection, correction of metadata and similar project

### Requirements

- ▶ Library education (HBO level)
- ▶ At least 2 years of working experience in the library field, experience in the customer service area is of advantage
- ▶ Work experience or education in legal information is an additional advantage
- ▶ English on advanced level or mother tongue
- ▶ Advanced level in a second language (e.g. German, Spanish or Russian)
- ▶ Flexibility and openness to learn
- ▶ "Let's do it!" mentality
- ▶ Accuracy and precision

### Salary & fringe benefits

Depending on background and relevant work experience, we offer a salary between EUR 2.500 and 3.000 gross per month (based on full-time employment of 37 hrs). Completed by an attractive package of fringe benefits, amongst others:

- ▶ Pension free of premium
- ▶ 8% holiday pay
- ▶ Flexibility with 5.44% Personal Budget (individual choice to buy up to 33 days paid holiday per year or end of year bonus)
- ▶ Free physiotherapy massage every two weeks

### For more information, please contact:

Tina Hayema, Senior HR Advisor:

Email: [t.hayema@ibfd.org](mailto:t.hayema@ibfd.org)

### Send your resume together with a letter of motivation before 21 October 2018 to:

Tina Hayema, Senior HR Advisor

Email: [recruitment@ibfd.org](mailto:recruitment@ibfd.org)