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.

Within the Tax Services Department, we currently have an opening for the challenging position of

**Project Assistant**

In this role, the Project Assistant will be responsible for administrative and operations support on the implementation of the various projects of the Tax Services Department guaranteeing quality and efficiency.

**Responsibilities**

- Provide administrative and operations support on projects (including hotel and flight reservation; visas; improving word and power point documents, proofread documents; creating draft documents; preparing invoices, processing payments, etc).
- Collect the tender notices from the websites of international (Donor) organisations (ADB, DFID, IADB, EU WB, etc) for potential projects. Obtain information materials, publications etc.
- Assistance in the timely preparation and submission of expression of interest and proposals; progress reports, project reviews, and any other required project reports.
- Support planning and monitoring of the project activities in consultation with the Project Manager/Coordinator;
- Logistics support for meetings, events (including webinars and trainings) inside or outside IBFD Amsterdam.
- Coordinate with the IBFD Marketing Department for updating the Tax Services website and brochures.

**Accurate and attention to detail; ability to anticipate logistic / administrative needs and to propose efficient solutions to solve them;**

- Team player;
- Good organizational and multitasking skills;
- Willingness to learn and to adapt to different work processes;
- Willingness to do all the tasks required to support the team;
- Excellent computer skills (mainly MS Outlook, Word, Excel and Power Point).

**Salary & fringe benefits**

We offer a full-time position with a salary, depending on background and relevant work experience between EUR 2,700 and EUR 3,300 gross per month. 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 13 days extra paid holiday per year or end of year bonus);

**For more information, please contact:**

Myra Flaminiano, Manager Programs, telephone: 06-615691841

Interested in this vacancy? Please send your resume, together with a motivational letter **before 6 September 2020** to Tina Hayema (HR Advisor) at email: recruitment@ibfd.org.