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 Publishing department is responsible for several different product-market combinations and/or projects. Over the past few years, the number of publishing projects internal and external has grown exponentially.

Currently, we have an opening for the full-time position of

**Publishing Assistant**

The Publishing Assistant will be key in supporting the team in the coordination and administration of their various projects. The Publishing Assistant would report directly to the Publishing Director.

**Responsibilities**

- Coordination of meetings for the Publishing department and IBFD.org steering group (e.g. send invitations and relevant documentation, write and distribute minutes).
- Central filing and overview of planning including overall coordination of various action points and deadlines from these meetings.
- Data collection for publishing proposals, reports, business plans and meetings.
- Administrative assistance relating to cooperation with online eBook resellers (incl. uploading files, tracking).
- Administration and coordination of tasks emanating from publishing partner agreements and third party content licenses (incl. registration, chasing).
- Daily administrative tasks on an ad hoc basis (e.g. preparing author/editor contracts, preparing royalty forms, arranging author copies and payments).
- Handling urgent issues during the Publishers’ absence.

**Skills**

- Fluency in English.
- Excellent interpersonal, written and oral communication skills.
- Excellent time management skills for a diverse workload.
- Well organized and highly motivated.

**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 receive an end-of-year bonus).

For more information, please contact:
Ingrid van Laarhoven, Coordinator Publishing Operations, tel. +31 20 554 382.

Interested? Please send your resume, together with a motivational letter, before 23 March 2020 to: Belinda Zuidinga (HR Advisor) at email: recruitment@ibfd.org.