

Job Opportunity: Executive Assistant to the Ambassador of Belgium

The Embassy of Belgium in Ottawa is recruiting a Multilingual (FR/EN) Executive Assistant to the Ambassador.

The offer:

- A varied job with responsibility and visibility in a pleasant international environment, starting on May 15, 2024;
- One year fixed term contract, to be followed by a permanent contract;
- Competitive and secure salary; including a pension plan, and working conditions.

Main tasks:

- First point of contact for persons wishing to be in contact with the Ambassador;
- Management, coordination and co-organization of the Ambassador's agenda (meetings, correspondence, travels, visits, etc.);
- Administration relating to the Ambassador's professional expenses;
- Correspondence and contact with amongst others the Belgian Ministry of Foreign Affairs and Canadian government officials;
- Maintenance of a database relating to the Ambassador's professional contacts;
- Support with the organization of events and public diplomacy initiatives of the Embassy.

Main skills and competences:

- You must have a Canadian residency permit valid for the entire period of the contract;
- Written and spoken fluency in Canada's two official languages, with a strong focus on French (knowledge of Dutch would be an asset);
- Proficient with computer programs such as Outlook, Word, Excel and PowerPoint;
- Have an affinity and fondness for Belgium, its culture, food and humor;
- Good communicator and pleasant colleague within a small team;
- Ability to respect deadlines and to work autonomously and accurately;
- Tactfulness and confidentiality.

Others:

A prior similar work experience and knowledge of Canadian and Belgian institutions are an **asset**. Enthusiasm, flexibility and eagerness to learn quickly are always appreciated.

Applications or questions relating to the job description should be sent to the attention of Mr. Arnaud Gaspart, head of administration, at Ottawa@diplobel.fed.be

Deadline for applications: April 23, 2024, COB.