

Job Description: Executive Assistant & Office Manager



As the Executive Assistant & Office Manager at INREV, you will be at the centre of a dynamic, international and connected team, providing executive support and ensuring the operational excellence, based in the heart of the business district in Amsterdam.

About INREV

INREV is Europe's leading platform for sharing knowledge on the non-listed real estate industry. The purpose of INREV is clear: we unite to unlock potential. Within our members, the industry, and ourselves. We do this by increasing transparency and professionalism, providing insights, standards, and education, and acting as the trusted voice of the industry.

We are a highly active association with 500 member companies worldwide and over 9,000 individual members.

At INREV, we believe that people make the difference. Our team is a diverse and internationally connected team of more than 21 nationalities, currently made up of 39 employees, with 35 in the Amsterdam office and 4 in the Brussels office. Our team is driven by curiosity, collaboration and a shared passion for delivering impact, underpinned by leadership that empowers and leads by example.

Role Overview

The Executive Assistant & Office Manager plays a central role in keeping INREV running smoothly at both the leadership and organisational levels. In line with INREV's values of collaboration, active listening and taking ownership, this role is the key interface between the CEO, leadership team, and internal and external stakeholders, bringing the professionalism and proactive mindset that enables INREV to deliver on its mission. This position will be working on part time basis of 24h per week.

Key Responsibilities

Management Support and communication

- Ownership of CEO calendar and meeting coordination of Management Team (MT), travel arrangements, and meeting logistics
- Screen and prioritise phone calls, emails, and other communications directed to the CEO.
- Organise and maintain files, records, and documents in an efficient and accessible manner.
- Prepare briefing materials, minutes, agendas, and background documentation for management meetings
- Serve as the point of contact for internal and external communications with various suppliers.
- Handle correspondence, phone calls, and emails professionally and promptly.

Financial Duties:

- Assist with budgeting and financial planning for office operations.
- Manage office-related expenses and track expenditures.

Office Culture & People Experience

- Responsible for all general office manager related tasks including
 - Welcoming guests
 - Maintain office equipment and manage office supplies

- Own onboarding/offboarding logistics for team members, ensuring a smooth and welcoming experience
- Organise and coordinate internal events, team activities, and culture initiatives
- Manage logistics, including venue selection, catering, transportation, and accommodation arrangements.
- Manage and coordinate special projects as assigned by senior management.
- Liaise with building management and service providers to ensure a well-functioning office environment
- Champion a positive, connected office environment

Handover & Backup

- Facilitate the weekly handover with the Administrative Assistant, sharing executive updates, priorities, and upcoming commitments
- Provide backup cover for basic operational and admin tasks when required

Requirements

- Bachelor's degree in business administration, Communications, or a related field preferred.
- Minimum 5 years of experience in an executive assistant, office coordinator, or similar senior administrative role
- Proven experience supporting senior leadership in a professional services, association, or financial environment
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines
- Excellent written and verbal communication skills in English; additional European languages (Dutch) are an advantage
- Demonstrated ability to handle confidential information with discretion
- Experience working in or coordinating culturally diverse teams
- Comfortable working in a part-time structure with structured handovers and shared accountability

Skills & Competencies

- Proactive and solutions-oriented and anticipates needs and acts without being asked
- Excellent interpersonal skills. Builds trust and rapport with stakeholders at all levels
- High attention to detail. Thorough in preparation, follow-up, and communication
- Strong prioritisation and able to distinguish urgent from important and manage time effectively
- Adaptable and resilient. Comfortable with ambiguity and shifting priorities
- Ability to work independently and manage multiple tasks with minimal supervision.
- Collaborative style and works seamlessly with the Administrative Assistant and broader team
- Proficient in Microsoft Office 365 (Outlook, Teams, Word, PowerPoint, Excel)
- Familiarity with project or task management tools is an advantage

What we offer

- Becoming part of a leading European association, representing, promoting and shaping an industry which grows and develops at a high pace
- A very diverse/ multicultural team.
- A competitive remuneration package

Kindly send your CV and motivation letter to hr.recruitment@inrev.org.