

## **Opportunity for Office Manager at the Secretariat of the International Association of Sedimentologists**

Would you like to work at the International Association of Sedimentologists (IAS) alongside a small team of scientists who are dedicated to their profession and the field of sedimentology (Earth Sciences)?

We are looking for a colleague to join the IAS Secretariat. As Office Manager, you will be part of a team with an informal and collegial atmosphere, where you will have the opportunity to contribute ideas on the operational aspects of the organisation. Our office is based in Ghent (Belgium). The working language of the Association is English.

### About this position

You will support the Association's Bureau (Executive Committee) and the CoM (Committee of Management) in various financial and administrative matters related to the Association and its members.

The Treasurer will be your direct line manager. However, you will also be in close contact with all members of the Bureau and with the Executive Officer.

### Candidate profile

We are looking for an enthusiastic and committed colleague who embraces challenges, works independently and is solution-focused. You will maintain a clear overview of tasks and responsibilities, be able to prioritise and improvise when necessary.

You furthermore have

- Fluency in Dutch and English, both spoken and written;
- Relevant experience as a management assistant;
- A good understanding of administrative and organisational structures in Belgium, or a willingness to develop this;
- Strong communication and interpersonal skills;

You are a team player who can also show initiative and take ownership of tasks and decisions. You are also well organised, familiar with standard Microsoft IT suites, communication over social media and able to familiarise yourself with new systems. You enjoy working in a highly international environment and interacting with both junior members (MSc and PhD students) and senior members within the association's field.

An interest in or knowledge of the field of Sedimentology is not mandatory, but a strong advantage for the role.

### What do we offer?

- A 12-month contract with the prospect of a permanent position;
- A working week of 24 hours (0.6 FTE);
- Additional benefits in accordance to relevant 'paritair comité' in Belgium;
- Working in an informal and friendly team where your contributions and ideas will be valued

### Job Application

IAS is a truly international association and we value colleagues with diverse backgrounds, perspectives and identities, including in terms of cultural, religious or ethnic background, gender, sexual orientation, disability or age. We strive to create a safe and inclusive environment where everyone feels comfortable and can contribute.

You can view the IAS code of conduct here:

<https://www.sedimentologists.org/media/g2vfvubo/ias-code-of-conduct.pdf>

And the EDIA statement here: <https://www.sedimentologists.org/media/41tg4l2z/edia-statement-jan-2024.pdf>

Are you interested in applying? Please send your cover letter and CV to [treasurer@sedimentologists.org](mailto:treasurer@sedimentologists.org).

Applications close on 16 June 2026 – 12:00 CET

*The official version of this vacancy has been published in Dutch. The English translation is for information purposes. Should there be any discrepancies or inconsistencies between the language versions, the text of the Dutch version shall prevail.*