

# EXECUTIVE ASSISTANT

24 hours per week

Middle East and North Africa

Our Executive Assistant will support the Director and leadership team (LT), consisting of six persons in The Netherlands and Middle East region daily by managing complex schedules, preparing and coordinating meetings and following up to ensure clear and professional communication. You will manage also our office in the Netherlands and make sure all is going smoothly. You report to the Director and are part of the Middle East and Northern Africa team. This position requires physical presence in our office in The Netherlands.

## KEY RESPONSIBILITIES

### AS EXECUTIVE ASSISTANT YOU WILL

- Organize and manage complex schedules; prepare, coordinate, and follow up on meetings for the Director, consistently staying one step ahead to support his requirements. Prepare agendas, ensuring that minutes are professional, concise, timely and that action items followed up.
- Maintain communication with important and/or key stakeholders about different topics.
- Proactively identify & help resolve issues to support the Director's focus on strategic priorities and organizational goals
- Set up and maintain a professional and easy-to-use filing system (digital files, recordings and shared documents).
- Create professional emails, presentations and spreadsheets.
- Bridge between different stakeholder entities and build strong relationships.
- Ensure smooth daily operations in the Dutch office (incl. hygiene, stock management in compliance with health, safety and service standards).
- Maintain and update office policies and monitor contracts and agreements on action items.
- Welcome visitors and coordinate transportation, accommodation etc.
- Organize local events

**Open Doors** is an international, interdenominational organization that supports Christians who are persecuted for their faith. A job opportunity has opened within the Middle East & North Africa regional department.

### Open Doors International

supports the worldwide organization with services such as Communications, Marketing, People & Culture, Advocacy, IT, Program Management, Finance and Global Research by working in a service-oriented way with teams and colleagues in countries with an Open Doors Development or Field office.

## YOUR PROFILE

Becoming successful as an Executive Assistants means that you:

- Are a committed Christian and have a heart for the church.
- Hold a bachelor's degree or equivalent qualification, combined with relevant experience in an office environment.
- Have a minimum of ten years of relevant experience, preferably in an international context.
- Are highly skilled in office operations and MS office software with strong multitasking abilities to efficiently manage priorities.
- Demonstrate strong organizational skills with accuracy, adaptability, and a proactive, service-oriented mindset.
- Have excellent communication skills in English both verbal and in written.

## OUR OFFER

First and foremost, we seek to show God's love. Do you share this desire? Working with us also means:

- A unique opportunity to use your professional expertise to serve religious minorities.
- Daily interaction with colleagues and opportunities for travel.
- A comprehensive compensation and benefits package.
- Valuable opportunities for personal and professional development.
- Being part of a great international team with a lot of personal interactions in a lively and professional environment.



## INTERESTED?

Please send your email with your resume and short motivation before January 7, 2026, to: [recruitment@hrsupport.org](mailto:recruitment@hrsupport.org)

If you have any questions about the position, feel free to contact us at the email address above.