

Executive Assistant

3/5th (daily presence) – Based in Brussels

ABOUT US

Telos Impact is the leading advisory firm specializing in Venture Philanthropy and Impact Investing. Based in Brussels and Paris, we support entrepreneurs, families, and companies in maximizing their impact through a tailored approach, the excellence of our team, and a unique network. With over €450M already deployed and a target of €1B by 2030, our team of 35+ professionals is growing rapidly.

YOUR ROLE

The Executive Assistant is primarily responsible for providing **organizational and administrative support** to the CEO. Working closely with the CEO, the role coordinates calendars, organizes strategic meetings, and ensures the smooth running of the day-to-day activities. This is a **hands-on**, high-ownership role for someone structured, proactive, and reliable, able to manage multiple priorities with discretion and deliver operational excellence in a dynamic and demanding environment.

KEY RESPONSIBILITIES

Calendar & meeting management

- Proactive management and optimization of the CEO's agenda.
- Planning and coordination of Board, Leadership Team, and strategic meetings.
- Managing meeting logistics (room booking, video calls, document preparation).
- Preparing agendas with stakeholders and sending reminders.
- Preparing files, presentations, and documents for meetings.
- Drafting and distributing minutes, and ensuring follow-up on action items.

Communication management

- Screening and prioritizing the CEO's emails.
- Managing the direct phone line of the CEO: call filtering and message handling.
- Acting as liaison with internal and external contacts.

Administrative, organizational & accounting support

- Organizing business travels (transport, accommodation, restaurants, logistics).
- Providing administrative support (invoice follow-up, coordination with the accountant, document filing and tracking).
- Organizing and maintaining administrative records.

WHO WE'RE LOOKING FOR

- +3 years' experience as Executive Assistant.
- Experience working in high-pressure, confidential, and fast-paced settings.
- Excellent organizational skills and ability to manage priorities effectively.
- Strong anticipation, proactivity, and attention to detail.
- Outstanding written and verbal communication skills.
- High sense of discretion.
- Proficient with Microsoft Office and calendar/videoconferencing tools; knowledge of administrative or accounting tools is a plus.
- Fluent in French and professional proficiency in English; Dutch is an asset.
- Service-oriented, reliable, autonomous, and able to thrive in a dynamic environment.

WHAT WE OFFER

- **Purpose:** Contribute directly to the efficiency of a fast-growing organization in the impact sector.
- **Learning:** Work closely with the CEO and leadership team, gaining insight into strategic, operational, and organizational topics within a multidisciplinary environment (impact investing & philanthropy).
- **Environment:** A dynamic, caring, and entrepreneurial team culture.
- **Benefits:** Competitive compensation centrally located offices in Brussels, and coverage of professional expenses.
- **Growth:** Opportunities to strengthen operational excellence, develop advanced executive support capabilities, and grow within a scaling organization.

DIVERSITY AND COMMITMENT

Telos Impact is a **certified B Corp** committed to equal opportunities and to building an inclusive workplace that reflects diverse identities, experiences, and perspectives. We believe our strength lies in our differences, and we strongly encourage applications from candidates of all backgrounds.

READY TO JOIN US ?

Please apply by sending your CV to jobs@telosimpact.com.
We will contact you if your profile aligns with our expectations.

Want to learn more? Check our website: www.telosimpact.com