



Belfius Investment Partners is growing fast. To achieve its ambitions, we are creating this new challenging position close to the heart of the company:

Chief of Staff to CEO

Context & Mission:

Your role is to work hand-in-hand with the CEO and help him maximize his impact and effectiveness in all aspects of the mission, ultimately in order to fully achieve the potential of Belfius Investment Partners. This includes:

- Provide (strategic) advice to the CEO
- Take the lead on projects sponsored by the CEO
- Whenever needed, represent the CEO internally and externally
- Prepare important meetings to ensure that the CEO is effectively briefed
- Help ensure alignment and focus on the organization on the strategic priorities
- Track and organize the follow-up of decisions
- Participate with the CEO and the senior management team in strategic and decision-making committees
- Ensure timely and effective completion of projects and initiatives directly under the responsibility of the CEO. This could include among others: internal reorganization programs, strategically important transversal projects or strategic / M&A initiatives.
- Support the CEO in its public appearances (including TV)
- Given that the overall mission of the CEO office is very broad, a list of mission items will never be complete. And the best summary for your mission is probably to ensure that the CEO missions are effectively and optimally fulfilled.

Do you recognize yourself in this profile?

- You have at least 10 years of experience, including fields related to strategy or project management
- You possess knowledge of the financial sector (preferably fund management). International experience is an asset.
- You are a strategic thinker but execution oriented. Belfius IP is (still) small and hands-on company where you need to perform pragmatically.
- Effective communication skills (verbally and written), with the ability to structure clear messages and to inspire.
- Strong command of Dutch, as well as English and French.
- Strong EQ and stakeholder management skills.
- Effective time management skills and demonstrated flexible working attitude.
- In terms of education, and although the position is open to all profiles based on experience and capabilities, these are examples of recommended educational background include:
 - Master in Business Management or in Strategy

- Master in Economy or Commercial or Financial engineering
- Civil engineer
- Above all, you are curious and eager to learn. And you are fun, because it is hard work and it better takes place in a nice and positive atmosphere.

What can you expect from us as your future employer?

- Ability to have an impact and work on a broad range of topics.
- Challenge and stretch yourself, with on-the-job coaching from the CEO
- A pleasant working environment with a scale-up mentality and a flat organizational structure, where you get the opportunity to contribute to the fast growth of the company.
- A healthy balance between home and office work.
- An attractive salary and the opportunity to make your own choices in your benefits package.
- An “office-with-a-view” on the 29th floor of the Belfius Tower, a five minutes' walk from the Brussels North railway station.
- Job title: up for discussion, as long as there is a strong fit...

References

- We are likely to take reference in due course.
- But you may also want to take reference as well. We also have a list of people who held similar positions in the past with the CEO, which we can share in due course as well.

Are you interested?

Send your candidacy to Gert Verlinden, HR Manager via Gert.GV.Verlinden@BelfiusIP.be.

Belfius Investment Partners (Belfius IP) is a subsidiary of Belfius Bank, founded in 2016. As an Asset Management Company we manage both our own funds and funds whose management is entrusted to a number of privileged partners. The total assets under management amount to more than 29 billion euros. Our teams counts 65 employees.

We are an inclusive employer. Diversity fosters innovation and helps companies achieve their missions. Belfius IP is committed to increasing diversity and maintaining a progressive and inclusive workplace. It is important to us that we offer equal opportunities in the recruitment process. We welcome applications from all qualified candidates regardless of their ethnic origin, race, gender, religious affiliation, sexual orientation, age, marital status or any disability.