

Receptionist & Events Coordinator

Department: Advancement
Reporting to: The Director's office and the Director of Advancement
Last updated: August 2026

The International School of Brussels (ISB) is a dynamic, inclusive learning organization committed to developing independent learners and international citizens. The school is a vibrant community in which students, teachers, staff, and parents work together towards the achievement of our mission and goals.

Key accountabilities

The Reception & Events Coordinator combines responsibility for the school's front-of-house service in the afternoon with the coordination of school activities and events.

The event coordinator works across the school to ensure that events are well planned, that relevant departments are informed of their responsibilities, and that logistical requirements are identified and followed through in a timely and coordinated manner.

The position reports to the Director's assistant and the Director of Advancement.

Reception and Visitor Experience

- Provide afternoon Reception coverage and ensure continuity of the school's front-of-house service.
- Welcome and assist visitors, prospective families, parents, alumni, and other members of the ISB community.
- Manage the main telephone switchboard during designated Reception hours.
- Respond to routine enquiries and direct visitors and calls to the appropriate person or department.
- Receive initial enquiries from prospective families and coordinate Admissions appointments as required.
- Ensure a professional, friendly, and welcoming reception environment.
- Receive and manage deliveries and other routine Reception-related matters.
- Work closely with Admissions, Advancement, and other departments to support a positive experience for visitors and prospective families.

Everyone included. Everyone challenged. Everyone successful.

Activity and Event Calendar

- Maintain and coordinate the school's master activity and events calendar in collaboration with relevant departments.
- Receive and review requests for activities and events.
- Ensure that proposed activities and events are appropriately scheduled and recorded.
- Identify potential conflicts and work with relevant stakeholders to resolve them.
- Maintain accurate and up-to-date event information and documentation.
- Ensure that changes to the calendar are communicated to relevant stakeholders.

Event Coordination

- Plan and coordinate school events and activities from initial brief through to delivery, ensuring all logistical requirements are organised and delivered on time.
- Coordinate with ISB teams, external providers and other stakeholders to manage facilities, catering, security, transportation, room set-up, communications and other event requirements.
- Oversee event preparations and provide on-the-day coordination, resolving issues as they arise and ensuring a smooth, professional experience for students, families, staff and guests

Working Relationships

The Reception & Events Coordinator works closely with a wide range of internal and external stakeholders, including:

- School Director and Director of Operations
- Heads of School
- Admissions and communication
- Facilities
- Security
- Catering
- Transportation
- Faculty and Staff
- Students and parents
- External organisations and service providers

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Key Requirements

- Proven experience coordinating events, activities or similar projects in a professional environment.
- Strong organisational and planning skills, with the ability to manage multiple events and priorities at the same time.
- Excellent communication and interpersonal skills, with the confidence to work with a wide range of internal and external stakeholders.
- Ability to coordinate suppliers and service providers and ensure that arrangements are delivered as agreed.
- Proactive and solution-oriented approach, with the ability to anticipate issues and respond calmly when things change.
- Strong attention to detail and ability to work to deadlines.
- Confident using standard office and event-management tools and systems.
- Excellent command of English and French, Dutch and any additional language is an advantage.

Experience

- 2–3 years of experience in event coordination, hospitality, conference management, venue management or a similar role.
- Experience coordinating events involving multiple stakeholders, suppliers and logistical requirements.
- Experience in a school, hotel, hospitality, conference or corporate environment would be an advantage

We Offer

- The opportunity to work in a dynamic, challenging, motivating and multicultural learning environment and to work with a highly professional staff. An attractive salary according to the ISB Staff salary scale.
- Extra Legal benefits (participation in Internet fees, lunch vouchers, insurances, etc.)
- Invitation to all relevant ISB social events e.g. workshops, dinners, special events.

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Employment Status

The receptionist and events coordinator will have an ISB contract.

The ideal candidate will be already located in Belgium (This is a locally hired position, no visa sponsorship provided).

Application Process:

If you are interested and meet the qualifications criteria above, please apply today by sending your application to **recruitment@isb.be**.

- Only candidates with a valid work permit in Belgium will be considered.
- The deadline for applications is September 15th, 2026.
- The interviews will take place in the second half of september 2026 with potential start date in October
- We will contact you as soon as possible regarding the outcome of your application. If you have not been contacted by September 30, please consider that your application has not been successful on this occasion.

Recruitment policy

The International School of Brussels is an equal opportunities employer and does not discriminate on the basis of race, color, gender, sexual orientation, national origin, religion or marital status.

ISB has established a rigorous vetting process and code of conduct for all employees with regard to child protection.

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