

Executive Advisor to the Chief Executive Officer

About WSBI-ESBG

The World Savings and Retail Banking Institute (WSBI) and the European Savings and Retail Banking Group (ESBG) together represent a strong global and European network of 6,400 savings and retail banks across five continents, serving 1.7 billion customers worldwide. As the world's oldest and largest international banking association, WSBI-ESBG champions financial inclusion, sustainable growth, and responsible banking, empowering its members to thrive in an ever-evolving regulatory and digital landscape. Learn more: <https://www.wsbi-esbg.org>

About the Role

WSBI-ESBG is looking for:

Executive Advisor to the Chief Executive Officer F/M/D

For a timely start

The role plays an important part in the preparation, coordination, and follow-up of WSBI and ESBG statutory meetings, high-level engagements, and member-related activities.

The Executive Advisor will work closely with the CEO, the CEO's Personal Assistant and senior management colleagues across the organisation.

This position requires excellent organisational and drafting skills, discretion, political sensitivity, a proactive mindset and the ability to operate in an international and multicultural environment.

Key Responsibilities

- Planning, organising, coordinating, and reporting on meetings of WSBI and ESBG statutory bodies, including the Presidents Committee, Board of Directors, General Assembly, Coordination Committee, and the Social and Philanthropic Council, in close cooperation with the CEO's Personal Assistant, who leads the organisation of the agenda and logistical arrangements. The Executive Advisor will contribute in particular to the preparation of meeting content, agenda-related materials, supporting documents, and minutes following the meetings.
- Working on other meetings attended by or together with the CEO, including bilateral meetings with high-level policymakers, regulators, members, and external stakeholders, in coordination with the CEO's Personal Assistant where appropriate, preparing speaking notes, briefings, presentations and speeches for the Presidents, the CEO, and senior management.
- Drafting or supporting the drafting of letters, working documents, briefings, articles, speeches, and other materials.

- Coordinating with colleagues on new WSBI and ESBG member applications, from initial application to approval.
- Supporting member relations in Europe and worldwide, including participation in meetings and possible travel to member countries.
- Assisting in the development of contacts with potential members and supporting membership-related initiatives.
- Working closely with the CEO, the CEO's Personal Assistant and senior management colleagues across the organisation, and ensuring smooth preparation, coordination, and follow-up of CEO-related activities and institution.

Your profile

- **Education:** A university degree in a relevant field, such as international relations, economics, finance, law, political science, European affairs, or a related discipline.
- **Experience:** Several years of relevant professional experience, preferably in an international organisation, association, financial institution, public affairs environment, or similar setting.
- **Resilience:** Proven ability to thrive in fast-paced environments, handle unforeseen challenges, adapt quickly to changing circumstances, and ability to handle high-level of activity.
- **International mobility:** Willingness to conduct several business travels per year in and outside the EU.
- **Skills:**
 - **Languages:** Excellent command of English, the working language of the organisation. Good knowledge of German (mother-tongue of the CEO) or another EU language would be considered a strong advantage.
 - **Financial sector:** Good knowledge of, or a strong interest in, the banking and financial sector.
 - **Secretarial (executive level):** Experience in supporting senior management, preparing high-level meetings, and drafting briefing materials, speeches, or institutional documents.
 - **Communication:** Excellent written and verbal communication skills are essential for interacting with Board members, senior management and colleagues
 - **Organization:** Strong organisational skills, with the ability to manage several priorities and work under deadlines.
 - **Interpersonal skills:** Discretion, reliability, and attention to detail are key skills for this job as well as flexibility, proactivity, team spirit, and the ability to work independently.
 - **International experience:** Confidence in working in a multicultural and international environment.

- **Computer literacy:** Good computer skills, including Microsoft Office tools.

What We Offer

- A competitive remuneration and benefits package, including group insurance, health insurance, meal vouchers, travel insurance and extra-legal holidays.
- A dynamic, multicultural, and collaborative work environment in Brussels.
- Exposure to senior management, international members, policymakers, regulators, and financial-sector stakeholders.
- The opportunity to contribute to the work of a long-established international banking association.
- Several international travels per year in and outside the EU.

How to Apply

Interested candidates are invited to send the following documents **ASAP** by email to H-R@wsbi-esbg.org, latest before 31 July 2026:

- A cover letter outlining motivation, relevant experience, and availability.
- A current CV.