



## Vacancy Notice: Consular & Administrative Officer

### Who we are

The Consulate General of Belgium in Atlanta proudly represents Belgium throughout the Southeastern United States and is seeking a motivated, service-oriented and reliable Consular Officer. This position focuses primarily on consular service (front- and back-office) and administrative support for the almost 10,000 Belgians registered in the jurisdiction of the Consulat General of Belgium in Atlanta.

### What we are looking for

The Consulate General of Belgium in Atlanta is seeking a dynamic, proactive, and highly organized full time Consular & Administrative Officer to support the Consular team and the overall functioning of the Consulate. This position contributes to the effective daily operations, consular affairs, and organizational management of the Consulate.

### Main Responsibilities (non-exhaustive)

- Front office consular service: welcome visitors, provide information on procedures, receive and examine documents, conduct interviews where required, register applications.
- Back office consular processing: verify documents, prepare and encode applications, liaise with Belgian or U.S. authorities, follow up files until completion, prepare certificates or consular acts.
- Communications: respond to inquiries by phone, email, or in person; draft letters and informational documents.
- Database management update consular records, crisis databases, website instructions, and internal documentation.
- Administrative & secretarial tasks: manage agendas, draft internal notes, prepare meeting files, and help with events when needed (logistics/other).
- Emergency Phone Rotation: participation in the duty roster to ensure 24/7 availability for urgent situations (once every 7/8 weeks).

### Profile and needed competencies

- Preferred: Bachelor's degree or higher
- US Citizen or US Legal Permanent Resident
- Excellent command of English both written and oral; knowledge of French and/or Dutch is an asset.
- Strong organizational, communication, and writing skills – Proactive, detail-oriented, and culturally sensitive

- Advanced user of Microsoft Office tools (Word, Excel, Outlook, PowerPoint...)
- Trustworthy, discrete, and integer (ensuring proper handling of sensitive information)
- An affinity with Belgium and Belgian culture is an asset
- Team player to accomplish the set goals of the Consulate
- Flexibility related to activities outside working hours
- Driver's license

### What We Offer

- An international working environment. Exposure to a global network in the South and beyond.
- Autonomy and varied responsibilities and a high degree of autonomy.
- Competitive salary and benefits such as great health insurance (85% employer contribution).
- A one-year contract that will be extended into a permanent contract in the future if performance is up to standard.
- 24 days of paid vacation, in addition to 14 official holidays.
- Paid vacation and official holidays.

### Practical Information

- Candidates should send their applications (resume and motivation letter) in English to [jannes.dewulf@diplobel.fed.be](mailto:jannes.dewulf@diplobel.fed.be)  
Please use subject line: "Application Consular Officer - [your name]"
- Closing date for the submission of applications is **May 1st, 2026**
- A preselection of candidates who best meet the criteria for the post will be made based on qualifications and professional experience as described in the resume and motivation letter.
- Preselected candidates will be invited for an interview.
- The starting date would be August 1, 2026.