Consulate General of the Kingdom of Belgium
in **Los Angeles**

JOB OPENING

Vacancy

The Consulate General of Belgium in Los Angeles is looking for a **Multiskilled Officer** in its Consular Section.

Position	Multiskilled Officer (full-time – 40hrs/wk)
Location	Consulate General of Belgium in Los Angeles, 6300 Wilshire Boulevard, Los Angeles, CA 90048
Starting date	February 1, 2026
Deadline for application	December 8, 2025, at Midnight

The Consular Section of the Consulate General

Our main role is to represent, protect and administer the Belgian community established in 13 States and 3 territories (Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, American Samoa, Utah, Washington and Wyoming). Along with the Embassy in Washington D.C. and Consulates General in Atlanta and New York, we issue visas allowing travelers to visit Belgium or move to Belgium.

What we are looking for

We are looking for a flexible and dynamic person who speaks English, Dutch and/or French, with excellent administrative and communicational skills.
Knowledge of Office and email tools are a must, as well are discretion and the ability to work in a team.

Duties

Provide administrative assistance in the different consular fields to process consular requests (including visa) from start to finish.
Administrative responsibilities such as processing emails, answering phone calls, and filing.
Provide assistance to Belgian citizens (answering queries, communication) and support colleagues on an ad hoc basis.

Conditions of Employment

- Gross monthly salary: **$5,759**. The starting salary may be higher, depending on the recognition of relevant prior experience.
- A **one-year contract**. Contracts fall under U.S. law.
- **24 days of paid annual leave**, in addition to 14 official holidays.
- Top-notch **health insurance**, with 85% employer's contribution.
- An international **work environment** with short communication channels and few hierarchical levels.
- **On-site**.

Requirements

- Either be a U.S. citizen, a Legal Permanent Resident (green card), or have an A-1 or A-2 visa with an Employment Authorization Document.
- Fluent in Dutch or French and in English.
- Excellent verbal and written communication skills, interpersonal skills.
- Very high degree of integrity, trustworthiness and confidentiality.
- Ability to work under pressure, set priorities and organize workloads to meet deadlines.
- Good IT knowledge (MS Office).
- Flexibility and ability to work well individually and as part of a team.

Assets

- Knowledge of both Dutch and French.
- Prior work experience in government administration or public service.
- A college degree or relevant professional experience.

Applications

To apply for this position, please send your **CV** and **cover letter** no later than December 8, 2025, at Midnight to philippe.demuelenaere@diplobel.fed.be, with "Application Multiskilled Officer 2026 - [your name]" in the subject line. For any questions related to this position, please contact us by email at the same address.

Selection Procedure

CVs and cover letters received in due time will be carefully examined. Shortlisted candidates might be invited for an interview between December 15 and 19. The interview can measure the candidate's language skills and evaluate other skills and motivation.