



IMA

International
Management Assistants



IMA
(International Management Assistants) is a non-profit organization..

Globally, the Association was founded in 1974 and in Spain it was founded in 2008.

The Association is formed and led by Management Assistance professionals who work voluntarily and vocationally to improve in their profession through dedicated trainings, meeting other profession colleagues in different industries, to enlarge their network and therefore have rich experiences nation-wide and internationally.





OUR MISSION

ESSENTIAL

CREATE AN IMAGE OF THE ROL AS AN ESSENTIAL PART OF THE MANAGEMENT TEAMS.

The Management Assistant role has drastically evolved in the last years and this is reflected in the great amount of titles that we hold now-a-days, where most of them are in English such as Executive Assistant, Office Manager, Management Support Professional...

This is due to the fact of having assumed more functions and tasks coming from the management teams we work with, looking for growth opportunities and new development areas.

That is why, it is time now to show an image that reflects reality. As professionals, we count with a great qualification, we are full of commitment for our profession and we believe in a constant evolution.

NETWORK

CREATE A NETWORK OF MANAGEMENT ASSISTANTS

Internationally, we count with more than 1300 members. All IMA members commit to support each other and share information, something essential in our roles in constant evolution.

Management teams have a large experience gathering in meetings or conferences where they share their thoughts, concerns, or expectations; they create debate and collaboration opportunities, where they explore new trends in the industries.

We are convinced that we have to create the same opportunities to help us keep on growing and evolving as professionals.

GROWTH

OFFER PERSONAL AND PROFESSIONAL TRAINING AND GROWTH OPPORTUNITIES

To prepare ourselves for the future and be the best professionals we can be, we must engage with our training.

There are multiple ways of being trained such as chats, debates, courses, webinars....

In IMA we collaborate with leaders in this area: quality training is part of our DNA.



TRAININGS & EVENTS

WEBINARS

Exclusive training sessions for our members.

NATIONAL and INTERNATIONAL encounters

As INTERNATIONAL ASSOCIATION we can participate in 2 international events: one in Spring and one in Autumn.

These are great opportunities to be in touch with professionals from other countries.

In the web site you can find more information about it.

Nation-wide, our members are distributed in different provinces, that is why we are committed to hold in person events in different cities, twice a year.

This is, no doubt, a great chance to travel and spend the weekend visiting other places while we enjoy trainings and networking moments with profession colleagues, making our contacts network grow and stronger.

CIRCLE

This is the tool we use to be in touch among us constantly and where IMA Spain members share plenty of professional resources.

ONLINE meetings

In IMA Spain we use the new technologies to be in touch with our members, wherever they are, to share ideas.

We are an INCLUSIVE association, we promote DIVERSITY in the profession.

[Visit our WEB SITE](#)



HOW DO I JOIN?

Annual fee:
95 Euros: Asistants, Office Management Support, PA, etc who are actively working.

55 Euros: Asistants, Office Management Support, PA, etc unemployed or retired, students of Management Assistance or Business Administration.



IMA Spain in Social Media



IMA Spain is a member of:



Feel like joining?
Fill in this FORM

¡Just like that!



#IMAIisYourNetwork

* Year fees cover from 1st January to 31st December of the current year.

Questions?
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