

VACANCY

ARE YOU THE ONE?



PORT
ST. MAARTEN
GROUP

JOB TITLE

Receptionist

GOAL OF THE POSITION

The professional and efficient managing of visitors, telephone calls, and messages for Port St. Maarten Group, as well as a variety of clerical duties.

TASKS AND RESPONSIBILITIES

Answering telephone calls, which includes:

- Answering, screening, and transferring telephone calls to corresponding employee or Management Team members.

Providing office support services, which includes:

- Directing office visitors to the appropriate staff members.
- Greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait or in meetings.
- Receiving, stamping, registering, and distributing general correspondence from interdepartmental and external visitors.
- Assisting in the planning and preparation of meetings, conferences, and conference telephone calls.

Maintaining an adequate inventory of office supplies, which includes:

- Taking inventory each month.
- Formulating purchase list and sending to relevant signatories for approval.
- Stocking the inventory with the new supplies and updating the inventory list

Executing other tasks, such as:

- Coordinating with respective departments concerning any inquiry
- Receiving payment from tenants or other debtors and providing to the Accounting & Finance Department.

EDUCATIONAL LEVEL AND EXPERIENCE

- Minimum education: MAVO or equivalent education.
- 2 – 5 years of working experience in the field of Receptionist.
- Knowledge of MS Office.
- Verbal and writing skills in the Dutch and English language.

OTHER REQUIREMENTS

- Able to work in team and independently.
- Good organization skills
- Professional appearance and behaviour

ADDITIONAL INFOS & DEADLINE

Applicants are invited to submit a: cover letter, and a comprehensive curriculum vitae by **January 30, 2026** to:

Human Resources

Email: vacancies@portstmaarten.sx

