

# VACANCY

ARE YOU THE ONE?



PORT  
ST. MAARTEN  
GROUP

## JOB TITLE

**Administrative Assistant**

## GOAL OF THE POSITION

To provide optimal administrative and organizational support to the Commercial department by maintaining records, processing information, and supporting departmental activities.

## TASKS AND RESPONSIBILITIES

### Administrative Duties

- Answering the telephone, taking messages, screening calls, and answering questions.
- Opening mail, monitoring e-mails, organizing information.
- Maintaining organized electronic and hard copy filing systems.
- Organizing and maintaining office files, records, reports, and correspondence.
- Monitoring and following up on outstanding actions, activities, and deadlines.

### Agenda Management

- Coordinating and scheduling meetings.
- Drafting comprehensive agendas and reserving meeting spaces.
- Taking and generating minutes of meetings and drafting documents.
- Handling urgent or unforeseen situations that may impact the manager's schedule, providing alternative solutions when needed.

### Personnel Management

- Managing the department's personnel files.
- Registering and maintaining the logging of sick days, vacation days and substitutions.
- Assisting the Commercial Manager with administrative aspects of performance appraisal process.

## EDUCATIONAL LEVEL AND EXPERIENCE

- Minimum education: MBO/associate's degree; administration
- Verbal and writing skills in the English language.
- 2-3 years of working as an administrative assistant.
- Strong administrative and document management skills.
- Proficient in Microsoft Office 365, particularly Outlook, Word, Excel, Teams, and SharePoint.

## OTHER REQUIREMENTS

- Can perform tasks Independently.
- Service-oriented attitude.
- Good organizational skills
- Professional appearance and behaviour
- Strong attention to detail and accuracy.

## ADDITIONAL INFOS & DEADLINE

Applicants are invited to submit a: cover letter, and a comprehensive curriculum vitae by **June 17, 2026**, to:

Human Resources

Email: [vacancies@portstmaarten.sx](mailto:vacancies@portstmaarten.sx)