



JOB OPPORTUNITY

OFFICE COORDINATOR

SOAB, Stichting Overheidsaccountantsbureau is recruiting for a new Office Coordinator for our St. Maarten office.

As the Office Coordinator, you are the first point of contact for visitors and staff, and you will be responsible for administrative, facilities, messenger, and secretarial duties.

Duties & Responsibilities:

- **Reception/counter duties:** customer reception, telephone connection;
- **Administrative tasks:** attendance and absence registration of employees, agenda management of the manager, mail handling, administrative support in production;
- **Facilities and messenger duties;**
- **Cash administration tasks; and**
- **Secretarial duties:** collating documents and converting them into the corporate identity format.

Job requirements:

- **MBO-training:** MBO work and thinking level;
- **At least 5 years of relevant work experience;**
- **Driving License B;**
- **Good command of the Dutch and English language in word and writing; and**
- **Knowledge and Experience with MS Word, Excel, and PowerPoint.**

Desired competencies:

- **Accurate**
- **Quality-minded**
- **Proactive**
- **Organized**
- **Excellent communication skills**
- **Excellent problem-solving**
- **Service-minded**

How to apply:

If you're interested in this position and meet the qualifications, please send your resume and motivation letter to info@soab.cw before July 11th, 2022.