



Ministry of General Affairs

Department of Interior and Kingdom Relation (BAK)

The department is looking for an experienced 'Secretary'

Core tasks/responsibilities include, but are not limited to the following:

- Registers all incoming and outgoing documents and tracks the progress thereof
- Manages the agenda;
- Handles all incoming calls;
- Administrative preparation of meetings, reports on the content of meetings, and monitors the progress of agreed upon actions;
- Responsible for inventory management, including the ordering of office supplies;
- Performs various administrative activities;
- Drafts general correspondence;
- Collects and processes data for periodic management reports;
- Maintains the archive;
- Making and updating of spreadsheets;
- Assists policy workers with administrative tasks.

Candidates with direct ties to St. Maarten are preferred.

Requirements for our preferred candidate:

- Associates Degree in Secretarial service, Business administration or Management support;
- Prior experience in the field;
- Knowledge of MS-Office and ability to work with various computer applications;
- Knowledge of Microsoft Excel;
- Experienced in perfect meeting reporting (minute taking);
- Experience with working in a high pressure environment;
- Fluent in Dutch & English, both oral and written;
- A friendly disposition and customer-service oriented;
- High attention to detail and accuracy;
- Pro-active, flexible and motivated, with excellent work ethic.

Being in the process of continuous development, our work environment is a dynamic one with high expectations at all times.

Compensation

Salary range: minimum NAf. 2,205.00 to maximum NAf. 4,774.00 gross.

The salary is based on your relevant work experience and overall qualifications.

Application period

If you are the right candidate for this position, please submit your application letter and resume no later than **February 10th, 2023** to:

The Ministry of General Affairs
Attn: Angelique Gumbs
Department Head Interior and Kingdom Relations (BAK)
Soualiga Road 1, Pond Island
Philipsburg, St. Maarten
Email: Angelique.gumbs@sintmaartengov.org
Cc: Careers@sintmaartengov.org

For additional information, please contact the Head of Department via email address:
Angelique.gumbs@sintmaartengov.org