ST. MAARTEN

Ministry of Finance

The Government of St. Maarten is looking for professionals to employ within the Tax Administration, who would like to positively contribute to the development of our country.

The overall objective of the Tax Administration is to provide efficient, effective, customer-oriented service, and to aim towards stable and growing tax revenues. The Tax Administration also has the following specific objectives:

- promoting and enhancing compliance with taxpayers;
- ensuring structural revenue for the government;
- optimizing tax revenue; ensuring an honest, professional, reliable, commercial and customer-focused administration;
- fraud prevention.

The following vacancy is currently available within the Tax Administration:

Secretary (Secretaresse)

Core tasks:
- Receiving and screening phone calls;
- Recording of minutes;
- Drafting of letters in English and Dutch;
- Handling internal administration;
- Preparatory work for meetings, etc;
- Managing agenda/appointments

Key qualifications:
- MBO Diploma
- Good organizational skills
- Strong communication skills (English, Dutch)
- Computer literate
- Good listening and writing skills
- Must be professional and efficient

Salary:
Depending on the level of knowledge and experience the salary will vary between, minimum Naf. 2.205,00 and maximum Naf. 4.774,00.

Information:
For additional information about this function, please contact the head of the Tax Administration Ms. Sherry Hazel via email at sherry.hazel@sintmaartengov.org

Applicants:
If you are interested in this function, please send your application letter, CV and copies of degrees to the following email address: careers@sintmaartengov.org and sherry.hazel@sintmaartengov.org or send your application to Government Building, Soualiga Road #1, Pond Island, Great Bay, before March 5th, 2021. Please state the job title in the subject.