



## Vacancy: Office Administrator

### Overview

The Sint Eustatius National Parks Foundation (STENAPA) is seeking a dedicated and enthusiastic Office Administrator to enhance our administrative team and processes. As an organization experiencing dynamic growth, we offer a challenging environment rich with opportunities for learning and development. The Office Administrator will independently manage delegated assignments, contributing to STENAPA's operational and project objectives. This role requires proactive administration, effective communication with the Executive Director, and ensuring seamless office operations. The Office Administrator will report directly to the Director and collaborate closely with the administrative team and staff.

### Key Responsibilities:

- **Administrative Support:** Provide comprehensive administrative assistance to ensure efficient office operations.
- **Communication Management:** Handle incoming and outgoing communications, including phone calls, emails, and correspondence.
- **Scheduling and Coordination:** Organize and schedule meetings, appointments, and travel arrangements for staff and management.
- **Record Keeping:** Maintain organized digital and physical filing systems for personnel, financial, and other essential records.
- **Office Supplies Management:** Monitor and manage office supplies inventory, placing orders as necessary to ensure uninterrupted operations.
- **Financial Assistance:** Support basic bookkeeping tasks, including processing invoices, managing petty cash, and assisting with budget tracking.
- **Policy Implementation:** Assist in developing and enforcing office policies and procedures to enhance workplace efficiency and compliance.
- **Event Coordination:** Provide logistical support for events, activities, and other STENAPA projects, including guided hikes and volunteer coordination.
- **Housing Management:** Oversee accommodation process for students and interns, including coordinating bookings, processing payments, and promptly addressing maintenance requests by collaborating with relevant departments to ensure timely resolutions.





### **Personal Specifications and Qualifications:**

- **Education:** Diploma (MBO2 or higher) in Office Administration or a related field.
- **Experience:** Minimum of 3 years of relevant work experience, including at least 1 year in an administrative or human resources position.

### **Skills:**

- Proficiency in office software, including Microsoft Office Suite and data collection applications.
- Strong organizational and communication abilities.
- Ability to work independently and collaboratively within a team.
- Attention to detail and problem-solving skills.

### **Additional Requirements:**

- Valid driver's license.

### **Desirable Qualifications:**

- Basic knowledge of bookkeeping, including handling invoices, reconciling accounts, and budget tracking.
- Additional certifications in areas like project management, human resources, or business administration enhance candidacy.

### **Additional Information:**

- **Benefits:** Health insurance included.
- **Employment Type:** Full-time position (40 hours/week).
- **Start Date:** Expected start date is February 1, 2025.

### **Application Process:**

Interested candidates are invited to submit their CV and a motivation letter detailing their qualifications and interest in the position to [info@statiapark.org](mailto:info@statiapark.org) by January 15, 2025. For inquiries about this position, please contact [manager@statiapark.org](mailto:manager@statiapark.org).

For more information about STENAPA, please visit our website: [www.statiapark.org](http://www.statiapark.org)