

Curacao Ecocity Projects NV (Aloe Vera plantation Curaçao), located at Groot St. Joris, cultivates more than 100,000 Aloe Vera plants for production, and manufactures and sells Aloe Vera products like juices and cosmetic products. The company specializes in skincare products, which are known by the name Curaloe.

Due to growth of the organization we now have a vacancy for a:

Administration & Warehouse Officer

The administration and warehouse officer is responsible for activities related to administration, warehousing, sales, IT, and marketing.

We are looking for a **multitasker** with experience in bookkeeping and affinity with warehousing, sales and marketing. You will have a supporting role in every department and will be the bridge-builder between these silos. You will report to the Financial Controller and General Manager.

RESPONSIBILITIES

- Order picking of local and international customer-orders
- Stock control, stock count and analyses
- Warehouse relocations
- Maintain structured and efficient warehouse operations
- Arrange local and international transports (import and export)
- Bookkeeping and administrative tasks such as invoicing, bank mutations, complaint handling and filling, etc.
- Maintaining a functional IT system in regards to telephone, internet, hardware and software
- Involvement in sales related initiatives set out in the company's strategy plan

PROFILE OF A SUITABLE CANDIDATE

- Accurate and precise
- Multi-skilled and able to switch easily between tasks
- Representative and communicative well phrased
- Speak Dutch and English. Papiamentu and Spanish are preferred
- Ability to think in processes and to follow procedures accordingly
- Problem solver
- Basic IT skills
- Basic marketing skills
- Sufficient bookkeeping skills
- Practical
- Likes to get things done
- Pro-active attitude

If you have the experience and skills, and are interested in making a contribution to our growing business, kindly submit your Resume and Cover Letter to the management: c.tromp-man@curaloe.com before March 27th, 2023.