



Real Estate Development company has an opening for an
ADMINISTRATOR

Full time position

Minimum 5 years' experience office administration

Excellent communication and follow up skills required

Multilingual: English, Dutch, Papiamento and Spanish

Organized

Accountable

Team Player

Accounts Payable

Accounts Receivable

Default Notices

Collections and follow up

Work orders

Scheduling appointments

Tenant correspondence

Monthly close process

Weekly and monthly financial reporting

Maintain all accounting records on a daily basis

Good computer skills and phone ethics

Well dressed and groom at all times.

We are looking for a dedicated DETAIL oriented professional with experience who will become an asset to the company to fill this position.

Must be loyal, dependable, reliable and dedicated hard-working individual.

Great opportunity for growth!

Please forward resumes to the attention of:

Fiorella Salinas

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