

# VACANCY

## BACK OFFICE MANAGER



VAN DEN TWEEL CARIBBEAN



HQ VDTC



FULLTIME

### THE POSITION

From our HQ on Curacao the 7 entities within **Van den Tweel Caribbean** on Aruba, Bonaire and Curacao are managed. As back office manager you support the 7 entities with all data-related processes. Together with your back office team you are responsible for data-entry, cost price calculations, data systems, inventory processes, business intelligence, category management and replenishment.

### WHAT WE OFFER

- Good salary and secondary conditions
- 8% holiday pay
- 20 vacation days on an annual basis
- Discount card of 12% on all purchases at Van den Tweel Zeelandia
- Discount on a membership at a gym
- Pension plan in case of indefinite employment

### RESPONSIBILITIES

- Distributing project goals and communicating targets with team members
- Evaluating the quality of team members tasks and projects
- Oversee, train and direct employees in the daily use of data systems
- Monitoring your team's welfare
- Ensuring accurate and effective cost price calculations
- Develop and implement procedures for effective inventory and data management
- Monitoring and evaluating data that may affect analytical results
- Leading meetings between team members

### REQUIREMENTS

- Great people managements skills
- Time management skills, organizationally strong, drive for achieving deadlines
- Good problem-solving skills
- Ability to motivate and lead a team
- Excellent communication skills, clear and consistent
- Mentoring skills
- Stress resistant
- Being reliable, gain and maintain trust
- HBO working and thinking level
- At least 5 years of proven experience as a manager
- Experience with MS office
- Language skills in Dutch and English, both verbal and written

### INTERESTED?

Send your resume and letter to [bmulder@vdtcgroup.com](mailto:bmulder@vdtcgroup.com) with reference to "**Back office manager**".

