

Job Offer - Office Administrator - Part Time

An internationally operating corporation is seeking an **Office Administrator** to maintain their office in Willemstad (Parera). The position requires 20 hours of work per week, and salary is based on experience.

Skills required:

- * Ability to read and write in English;
- * Basic general business knowledge and an understanding of the purpose of an Antilles (Curacao) offshore company;
- * Basic understanding of PC skills including the use of Microsoft Word, Outlook and Excel; *Ability to learn how to run financial statements and other related information out of the Oracle accounting system.

Job responsibilities:

- * Preparing and distributing quarterly memos for the managing directors;
- * Maintaining digital and hardcopy filing systems;
- * Back-up and archiving of digital information;
- * General office functions including but not limited to pick up and distribute mail, prepare and execute bank transfers;
- * Preparing payroll and wage tax for self.

Please send resume, list of references and salary history to **Mr. R.F.H. Leenders, Core Laboratories Sales N.V., Pletterijweg Oost 1, Parera.**