

Office Manager – Admin/Accounting (part time)

This job opportunity requires an ambitious and independent individual with at least 3-4 years of experience in a similar position. Our office manager is responsible for ensuring the entire office runs smoothly. It requires the ability to set up and manage the company's accounts payable/receivable and payroll system as well as perform various administrative tasks. The job is challenging, enjoyable and varied.

The requirements

- A Degree in Accounting / Commerce / Finance
- Strong written and verbal communication, interpersonal and customer service skills
- Computer literate with experience in using, Microsoft Office (Word, Excell, Publisher)
- The ability to work accurately to meet deadlines without supervision
- The ability to exercise flexibility, initiative and discretion
- Speak fluent English and Dutch (verbal and written communication)

Responsibilities include:

- Payroll set up and responsibility
- Set-up and management of processes for expenses, petty cash
- Communication and correspondence
- General admin support to the Management
- Day-to-day office admin including office operation & maintenance
- Diary and mail management
- Purchasing and maintaining office supplies

Security Guards

Responsibilities:

Our security guards patrol the property as instructed and serve as a general security presence and visible deterrent to crime and rule infractions; detect suspicious activities and watch for criminal acts or rule infractions which may be a threat to the property, our guests or employees at the resort. The security guard reports all incidents, accidents or medical emergencies.

Requirements:

- At least 25 years of age
- At least 1 year of security experience.
- High school diploma, or at least 2 years of verifiable employment history.
- No criminal convictions.
- The ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
- Authorized to work in Suriname
- The ability to maintain satisfactory attendance
- Friendly and professional demeanor.
- The ability to providing quality customer service.
- The ability to handle typical and crisis situations efficiently and effectively at the Resort.

All Round Maintenance Managers & Green Keepers.

Waterland Resort is seeking to appoint Maintenance Managers with green fingers.

The maintenance staff at Waterland Marina & Resort provide an important task for the functioning of the establishment. They repair, fix, clean, maintain, and check that all the resort facilities are working correctly. We have a variety of jobs that need to be done on a daily or regular basis in order for the resort to be in good working order and look in the best condition possible for our guests.

Maintenance at Waterland means the repairing of lights and light fittings, ensuring that public areas remain clean and free from debris, that lawns, ponds, garden beds and entrance ways are neat and tidy, that doors, door handles, windows, air conditioners, kitchen equipment, dining room furniture and equipment, restaurant furniture and much more remain in excellent working condition.

We are looking for self-motivated individuals, with a full driving license, a proven technical and/or gardening background and the ability to work in a team.

Housekeeping staff

Waterland needs friendly, reliable, enthusiastic housekeepers to join our current staff.

Weekend availability is a must, as Waterland is a seven day operation. Duties include cleaning houses, laundry, common areas, etc. You will be part of a team that is detail oriented and customer service focused. You will be reporting to the head of housekeeping each day and working with another housekeeper to get our houses clean. Working hours are usually between 8 am and 4 pm, please be available during these hours. Please send a brief resume and three references.

Marina & Resort Waterland is looking for people who:

- Interact well with their colleagues and our guests
- Have self-motivation and a sense of fun
- Can work using initiative and without supervision
- Are committed to their job

In return, we work in a relaxed, friendly and professional environment, but remember that our clients always come first. Candidates will be over the age of 21 and preferably have a full driving license.

The Resort is a seven-day operation. We start early and sometimes finish late.

Our jobs will not appeal to anyone who wishes to work from 8 am to 4pm Monday to Friday.

Please apply by email with a full C.V., current salary and the vacancy you attention to Mrs. M. Gommers. Info@waterlandsuriname.com