

VACANCY



Windward Islands Airways International (Winair) N.V.
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Windward Islands Airways International (Winair) N.V. is the successful airline of St. Maarten. We have a long history and are doing well in a dynamic, international setting. Currently, we have about 180 employees, but we expect to grow substantially in the upcoming years. Winair is investing in our employees, empowering them, and striving to be an excellent workplace for ambitious professionals. To support further growth, the CEO and CFO are looking for

Executive Assistant

Job Scope

Perform secretarial, administrative, and executive support-related tasks that contribute to effective and efficient management by the CEO/CFO. Inform the CEO/CFO on deadlines and problems and be able to switch tasks quickly on short notice. Also, responsible for documenting and preparing the Supervisory Board of Directors meetings, including taking minutes.

RESPONSIBILITIES

- Responsible for calendar management: managing and maintaining the CEO & CFO's schedule.
- Anticipating the needs of the CEO's and proactively managing his schedule and tasks.
- Actively helping the CEO with internal communication, like memos, newsletter, reports, and charts. Responsible for the accuracy and clarity of the final copy.
- Organize, prepare, and follow up on meetings, projects, events, communications, security, conferences, and company meetings, and take & disseminate minutes and monitor action lists.
- Creating (PowerPoint) presentations based on the input of the CEO/CFO.
- Handle and coordinate hotel, flight inquiries for CEO/CFO and Supervisory Board, reservation and flight/travel arrangements, and incidentally from business associates,
- Answer all business queries efficiently; handle and coordinate reservation and flight inquiries from business associates.
- Prepare the needed documentation for the management and board meetings.
- Assist with writing project proposals, negotiating with vendors, conducting research, and managing projects.
- Providing excellent customer service to both internal and external stakeholders.
- Responsible for supervision and manning of the reception area;

QUALIFICATIONS

- Minimum Havo high school diploma or equivalent.
- Three (3) years' experience in a similar position.
- Strong organizational skills and attention to detail.
- Can work independently, is well organized, and has a flexible work attitude.
- Excellent communication skills, verbal and written, in English and Dutch.
- Ability to work under pressure and adapt to changing priorities.
- Reliable, integer, accurate, and discrete.

- Advanced skills in Microsoft Office Suite.
- Must have Dutch Nationality or permanent residence.

We offer an independent, autonomous role with an attractive remuneration package, with the possibility to grow and develop within the company.

Are you the qualified person for this job? Do you have an interest in starting a new chapter with another company? If the answer is yes, please apply by sending a motivational letter, a Resume, and a valid passport copy to the Human Resources Department, humanresources@fly-winair.com.

The deadline for application submission is February 12, 2024.