



St. Maarten Medical Center

VACANCY: *Project Assistant*



St. Maarten Medical Center (SMMC) is an ambitious and growing hospital organization on St. Maarten. With more than 425 FTE's, 28 Specialists and a capacity of 80 beds, we continuously strive to ensure safe, quality health care. Our primary service area of St. Maarten, St. Maarten, Statia and Saba, represents a total population of approximately 60.000 people, constituting a multi-cultural mix with more than 100 different nationalities. In addition, we also offer health care services to the two million visitors annually. SMMC has started the construction of the new St. Maarten General Hospital (SMGH) to expand its services in order to accommodate the increased care demand of the people of St. Maarten, its visitors and neighboring islands. The new hospital is planned to be operational in 2026.

Your Profile:

As a **Project Assistant**, you are highly organized, detail-oriented, proactive, and you excel at supporting teams to ensure projects are completed efficiently. You thrive in collaborative environments, communicate effectively, and handle multiple tasks simultaneously with precision. With strong problem-solving skills and adaptability, you anticipate challenges and offer practical solutions.

What We Offer:

At SMMC, we offer you a position in an open, dynamic, and professional organization. You will work in a pleasant and rewarding atmosphere with a dedicated team focused on the construction of the new St. Maarten General Hospital.

Requirements:

- A Bachelor's degree in Business Administration or equivalent complemented with knowledge of the administrative process in a healthcare environment;
- A minimum 2 years of experience in a relevant field;
- Proficiency in Microsoft Office and other data processing tools;
- Excellent command of the English language, Dutch (written & verbal) is a plus.

Tasks:

- Office and administrative support including document management in physical archives and on the hospital's digital server;
- Prepares and manages documents such as progress reports, letters, notifications, and minutes of meetings;
- Organizes project meetings by sending relevant information before meetings, assists in developing presentations and organizes meetings with various stakeholders;
- Maintains the Project Office calendar to include scheduling meetings, arranging appointments, and other respective tasks;
- Serves as office receptionist and supports the Contract Management Bureau (CMB) project team.

Interested?

For more information, contact our Human Resources (HR) Department via +1 (721) 543-3154 ext. 201 or 203. Your motivation letter and resume can be submitted to the HR Department via careers@smmc.sx.

A copy of both should be submitted to the Labor and Social Affairs Dept. located on Soualiga Road #1, Philipsburg, St. Maarten.

Deadline to apply is: February 7th 2025

Visit www.smmc.sx for a full listing of our vacancies

St. Maarten Medical Center
Welgelegen road 30 |
Cay Hill | St. Maarten