



St. Maarten Medical Center

VACANCY: Medical Staff Bureau Officer



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, 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 **Medical Staff Bureau Officer (MSBO)**, you support the Medical Staff Bureau in recruiting, onboarding, and coordinating matters related to medical specialists. You are instrumental in ensuring that all processes align with applicable laws and regulations for establishing medical professionals. This position requires strong administrative, organizational, and communication skills to manage contacts with both internal departments and external stakeholders. Your role helps ensure the seamless operation of the bureau and supports the hospital's strategic goals.

What We Offer:

We offer you a versatile position with a great deal of responsibility in an open, dynamic and professional organization. You will work in a pleasant and rewarding atmosphere with opportunities for growth and development.

Requirements:

- A completed bachelor's degree or equivalent;
- Proficient administrative skills with advanced knowledge of relevant software including Microsoft Office. Knowledge of medical terminology is considered an asset;
- Demonstrated ability to work effectively with a range of individuals from various cultures;
- Advanced knowledge of relevant software, including Microsoft Office programs;
- Good command of the English and Dutch languages.

Tasks:

- Coordinate recruitment for medical specialists and other key clinical positions;
- Ensure all onboarding and credentialing processes for medical specialists meet local and international standards, including legal and regulatory requirements;
- Schedule medical staff and specialty group meetings, prepare agendas, take accurate minutes and monitor completion of action items;
- Arrange Continuing Medical Education (CME) activities, symposia and lectures in close cooperation with medical specialists;
- Assist in developing dashboards on clinical KPI's, gather data, prepare draft analyses and produce concise reports;
- Process invoices, expense claims and orientation materials for locum and visiting staff, ensuring seamless integration into the hospital team.
- Serve as a point of contact for partners and affiliated organizations.

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: July 24th 2025

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