



St. Maarten Medical Center

VACANCY: *Recruitment 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 a **Recruitment Officer**, you are a strategic and people-centered professional who aligns recruitment best practices with SMMC's objectives. You exhibit a high level of integrity, confidentiality, and ethical judgment and are critical in handling sensitive staffing matters. You are also analytical and results-driven, using data and recruitment metrics to guide improvements in the hiring process and workforce planning.

What We Offer:

We offer you a full-time position in an open, collaborative, dynamic and professional environment. You will work in a pleasant and rewarding atmosphere with numerous opportunities for personal and professional growth and development.

Requirements:

- A Bachelor's Degree in Human Resources Management or a related field;
- A minimum of 3 years' work experience in a similar position;
- Extensive knowledge of Dutch labor laws and best practices;
- Proficiency in Microsoft Office applications and familiarity with HR Information Systems (HRIS);
- An excellent command of the English language (written and verbal) is required. Fluency in Dutch is considered an asset.

Tasks:

- Develop and implement effective recruitment strategies to attract top healthcare and administrative talent, ensuring compliance with labor legislation and SMMC's regulations;
- Generate and analyze regular reports on recruitment metrics, staffing gaps, and overall hiring effectiveness;
- Develop and maintain structured interview frameworks to ensure a fair and consistent selection process;
- Collaborate with the Training and Education Department and departmental managers to support staff development and training initiatives;
- Coordinate onboarding sessions covering policies, job expectations, and workplace culture;
Coordinate career fairs, recruitment events, and conferences to build awareness and attract top talent;
- Monitor employee performance and engagement to identify and address potential retention challenges.

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: September 11th 2025

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