



St. Maarten Medical Center

VACANCY: *Legal Advisor*



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 **Legal Advisor**, you will support the Legal Counsel, Board of Directors and Management Team in handling legal matters and complaints. You maintain a high level of confidentiality and are able to build and maintain good working relationships with peers, management and external parties. Attention to detail, taking ownership of tasks and following tasks through to completion are important. Ideally, you are adaptable, can work under pressure and have a positive attitude. You are able to work both independently and within a small team.

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 Law with a minimum of two years' experience;
- Work experience in a healthcare organization is preferred;
- Strong analytical & administrative skills;
- Knowledge of organizational and policy development;
- A high level of confidentiality, integrity and reliability;
- Fluency in both the English and Dutch languages (written and verbal).

Tasks:

- Draft, review and manage contracts;
- Maintain legal files and agreements;
- Remain up-to-date on local legislation;
- Handle claims and complaints;
- Research and draft legal correspondence and documentation;
- Help ensure regulatory compliance;
- Assist with the preparation of Board of Directors' and Management Team meetings.

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: August 31st 2025

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

St. Maarten Medical Center
Welgelegen road 30 |
Cay Hill | St. Maarten
www.smmc.sx