



## JOB OPENING

**Curaçao Tourist Board (CTB)** is responsible for the development of tourism on the island of Curaçao. Our aim is to make Curaçao the most desirable destination within the Caribbean and increasing the number of stay-over visitors to Curaçao while providing a memorable experience for the tourist.

We are currently seeking a candidate for the position of:

# Executive Assistant

(based in Curaçao)

### MAIN RESPONSIBILITIES:

- Manages calendars, coordinates meeting requests, prioritizes commitments, and oversees scheduling for Senior Management to ensure efficient use of time and smooth daily operations;
- Drafts, edits, and formats professional correspondence, memos, presentations, and briefing notes, ensuring clarity, accuracy, and a high standard of presentation;
- Maintains decision logs, action lists, and meeting documentation; monitors deadlines and follows up with responsible parties to ensure timely updates and completion;
- Serves as first point of contact on behalf of Senior Management, liaising effectively with internal and external stakeholders;
- Arranges all travel and logistics for Senior Management;
- Processes and tracks expense claims, invoices, and purchase requests for Senior Management in accordance with internal policies and procedures;
- Manages contract administration, including tracking key terms, renewals, compliance requirements, and maintaining accurate records;
- Performs other related activities as required.

### REQUIREMENTS:

- Bachelor's degree in Business Administration, Office Management, or a related field;
- Minimum of 3–5 years of experience in an Executive Assistant, Senior Management Assistant, or a comparable role supporting Senior Management;
- Excellent organizational, planning, and prioritization skills;
- Strong interpersonal, communication, and service-oriented skills;
- Accurate, discrete, and pro-active;
- Ability to manage multiple priorities effectively under pressure;
- Written and oral proficiency in English, Papiamentu, Dutch, and Spanish;
- Proficiency in Microsoft 365 applications and AI literacy is preferred.

Submit applications to [hr@curacao.com](mailto:hr@curacao.com) by June 10, 2026.