



Vertex Investments (www.vertexinv.com)
is seeking a

**Compliance and Office Administrator
(COA) to:**

1. Conduct KYC reviews;
2. Provide Support in Customer Service, Business Development and Bookkeeping;
3. Ensure settlement of client withdrawals, deposits and trades;
4. Update blog website (English, Dutch, Papiamentu) and maintain social media presence.

The candidate must have:

- Bachelor's degree in business administration, economics, finance or accounting;
- Fluency in English, Dutch, Papiamentu and Spanish is a MUST;
- Fluency in Mandarin is an advantage;
- A pleasant, patient and friendly attitude with highly developed sense of integrity and commitment to customer satisfaction.

Send resume to stephanie@vertexinv.com before
January 20th.