



# VACATURE

## Office Manager/Legal Secretary (Willemstad, Curaçao)

### Who we are:

Corpag is a dynamic and international boutique trust and corporate services provider.

### How we see you:

We are looking for an experienced Office Manager/Legal Secretary for our Curaçao office. An energetic professional who doesn't mind wearing multiple hats at the same time. Experienced with legal filings and handling a wide range of administrative and executive support related tasks.

### What you should (ideally) bring:

Ideally, you bring the following experience and interests with you:

- Obtained Bachelor (HBO) in Law, Bachelor (HBO) Legal Assistant, Bachelor (HBO) Trust Officer or similar education;
- Proven office management, legal filing and administrative or assistant experience;

### What we offer:

- Chance to be part of a rapidly growing global organization with the highest ESG and fiscal integrity standards in our industry;
- Competitive salary conditions and benefits, complemented by continuous initiatives to ensure employee happiness and well-being;

**Location: Willemstad, Curaçao.**

**Hours: Fulltime, 32-40 hours per week.**

**Please visit our website <https://corpag.com/vacancies.html> for more information about the vacancy.**

