



We Care Together!



Sint Maarten Medical Center (SMMC) is an ambitious and growing hospital organization on Sint Maarten, with more than 300 employees, 24 specialists and a capacity of 66 beds. We continuously strive to ensure safe, quality health care. Our primary service area, 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 offer health care services to our tourists, which include annually more than 2 million cruise ship tourists.

SMMC is on the verge of realizing a new hospital building, 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 2022.

St. Maarten Medical Center

Currently we have a vacancy for:

LEGAL ASSISTANT

What we offer:

We offer you a versatile position with a great deal of responsibility in an open and professional organization. You will work in a pleasant and rewarding atmosphere and be offered many opportunities for growth and development.

Your Profile:

As Legal Assistant you will support the Legal Counsel of SMMC and you will work on your own files and responsibilities. In addition you will manage all aspects of the Board of Directors' agenda taking into account a high level of confidentiality. You must have the ability to form good relationships with peers, management and external third parties. Attention to detail and ability to take ownership of tasks and follow through to completion are important. You must be adaptable with the ability to work under pressure, and have a positive and motivated attitude.

Additional Requirements:

- ◆ A Bachelors degree in Law (HBO Rechten), with minimum two years experience;
- ◆ Strong analytical & administrative skills;
- ◆ Knowledge of organizational and policy development;
- ◆ High level of integrity and reliability;
- ◆ High level of comprehension of both English and Dutch language (written and verbal).

Tasks:

- ◆ Assist with legal research and handling of complaints and claims;
- ◆ Assist with the preparation of Board of Directors and Management Team meetings;
- ◆ Take minutes of Management Team meetings and maintain action lists;
- ◆ Review standard contracts and maintain legal files and agreements.

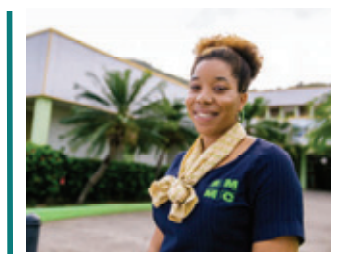
Interested?

For more information contact our Manager Support Services, Sheila Hodge at telephone +1 721 54 31111 ext. 2562.

Your motivation letter and resume can be submitted to the HR Department via: hr@smmc.sx. A copy of both should be submitted to the Labor and Social Affairs Dept. located on Soualiga Road #1, Philipsburg, Sint Maarten.

Deadline to apply is:
August 24, 2018

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



St. Maarten Medical Center
Welgelegen road 30 | Cay Hill | St. Maarten
T: 543-1111 | F: 543-0116