

HBM Group, established in 1991, is a leading independent international financial service provider. As a professional, client-oriented, family owned group of service companies with offices and/or representation in more than 10 jurisdictions, HBM Group is focused on delivering comprehensive international company solutions. For this client, Deloitte Dutch Caribbean is looking for candidates for the positions as mentioned below.

Executive Assistant of the Chief Operational Officer

The Position

As the Executive Assistant of the Chief Operational Officer you function as the personal assistant of the COO. You also work closely with the Manager Operations to help in the execution of the organization's operational goals. An important responsibility is to ensure that operational information is communicated in a timely, accurate and appropriate manner. You manage the COO's daily agenda, correspondence and travel. You provide high-end business, general and administrative support, including note-taking, gathering of required information, follow-up actions and communication with colleagues and third parties on behalf of the COO.

Your Profile

You have at least a Bachelor's Degree and 4 years of relevant experience preferably in the financial services sector. You have experience facilitating meetings and have a keen attention to detail with the ability to track and manage multiple projects simultaneously. You also have excellent judgment, discretion, and diplomacy skills and a high level of energy, enthusiasm, and dedication. You have well developed analytical and problem solving skills and you are service minded. Furthermore you have excellent written and oral communication skills in English and Dutch and preferably in Spanish.

Executive Assistant Business Development

The Position

As the Executive Assistant to the Business Development Team you report to the Chief Commercial Officer and you perform administrative and office support activities for multiple executives within the team. You assist with the development of proposals, contracts and other relevant documents. You administer and ensure follow-up with leads and prospects and you perform and assist with due diligence and compliance activities. You keep all physical and digital files of the department organized and you track and report on budgets and expenses. Furthermore you help to plan and prepare events, trade shows and business trips, which includes communicating with external experts. You are also involved in monitoring activity and posting content for the Company's social media channels.

Your Profile

You have at least a Bachelor's Degree and 4 years of relevant experience preferably in the financial services industry or in a commercial environment. You are good at multi-tasking, you are flexible, you have well developed organizational skills, you are accurate, and constantly striving for excellence. You are computer literate, as well experienced with other common IT and online tools. You are proactive and service-oriented, and you also have an easy going personality. You are a self-starter with a demonstrated ability to work both independently and within a team. You also have excellent judgment, discretion, and diplomacy skills and a high level of energy, enthusiasm, and dedication. Furthermore you have excellent written and oral communication skills in English and Dutch and preferably in Spanish.

The Offer

Our client offers an excellent compensation package and dynamic positions in a pleasant professional working environment.

Procedure

For further information about the organization and/or the positions you can contact Tirza Garmes-Daal, Manager Human Capital Consultancy, Learning & Assessments at Deloitte Dutch Caribbean (+599 9) 433 3333 or (+599 9) 685 3945. Please send your application letter and resume to hmr@deloitte.com, no later than July 15, 2016. You will receive a confirmation within two days, if not please contact us. An assessment may be part of the selection process. Your application will be handled confidentially.

