

Sint Maarten Yacht Club

JOB DESCRIPTION SMYC MERCHANDISER & OFFICE ASSISTANT

Position description:

The SMYC is looking for a full time to join the team as merchandiser & office assistant. Main responsibilities consist of communications, administration, book keeping, merchandise sales and marketing & promotions. This person would be the point person to provide information regarding the island, maritime industry and the yacht club.

Communications & promotions:

- Produce monthly newsletter
- Confirm registrations for events
- Produce and send out flyers
- Maintain social media channels
- Write and publish press releases
- Website maintenance

Merchandise:

- In charge of merchandise sales
- Maintain stock, place orders and coordinate merchandise location
- Control merchandise opportunities online and on island

Administration for Yacht Club and Sailing School

- Assist bookkeeper with filing and administrative process.
- Keeping track of Waitinglist for SMYC Sailing School
- Basic administrative duties and errands
- Keeping overview of subscriptions.
- Membership coordination and communications

Requirements:

- Excellent communication skills
- Ample experience working and living on Sint Maarten
- Experience in retail & sales
- Ability to work in a dynamic environment
- Pro-active attitude
- Independent worker, as well as supportive of a team
- Proficiency in standard Office software (Outlook, Excel, Word, Powerpoint)
- Experience with social media management
- Proficiency in English
- Driver's license

Hours:

Requires working on weekends (1 day)

1 year contract; Full time (4 days a week / 32 hours) starting mid April 2024.

Sint Maarten, Dutch or American nationality required or in possession of valid work or residence permit.

Submit CV and Motivation letter to saskia@smyc.com

Applications close March 27th 2024.