Sint Maarten Yacht Club

JOB DESCRIPTION SMYC MERCHANDISER & OFFICE ASSISTANT

Position description:

The SMYC is looking for a part-timer to join the team as merchandiser & office assistant. Main responsibilities consist of communications, merchandise coordination, 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
* Coordination between committees
* Produce and send out flyers
* Maintain social media channels
* Press Releases
* Website maintenance
* Membership coordination and communications

Merchandise:

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

Other duties:

* Basic administrative duties and errands 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 year contract; Part time (2 days a week) from June till September 2023, potentially going to 3 days a week from September onwards.

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](mailto:saskia@smyc.com)

Applications close May 27th – Starting date asap.

90 Welfare Road, Simpson Bay Bridge, ST. MAARTEN

Tel: +1(721) 544 2079 Mob: +1(721) 5810559 Email: [manager@smyc.com,](mailto:manager@smyc.com) [www.smyc.com](http://www.smyc.com/)