

*“It’s complicated,
that’s why we’re
bringing in BDO.”*



Career Opportunities: Executive Assistant

Accountancy, Tax and Advisory to us is more than laws and figures. As a BDO professional, you work in a fast-paced, entrepreneurial environment, helping to drive BDO’s already rapid growth.

In our line of work it is all about people; our clients are with us because of who we are and what we stand for. Relationships matter, and we have a friendly and inclusive culture built around our core values of honesty and integrity; empowerment and personal responsibility; mutual support and respect; and professional and personal client relationships. Are you ready to join our team?

Executive Assistant

As executive assistant you support the organization in accordance with internal policies and guidelines under the supervision of the office manager and/or the partner(s). As an executive assistant, you ensure BDO-WTS is able to provide its services in an effective, efficient and representative manner.

Your tasks will amongst others be:

- Assess and register incoming and outgoing correspondence, whether physically or electronically, indicate priorities, and ensures timely and correct transmission of correspondence to customer and authorities.
- Manage the agendas of the management team and partners aimed at an efficient and efficient allocation of their available time.
- Handle incoming and outgoing telephone calls in an independent and representative manner.
- Provide and organize internal and external personal and business contacts, assists clients at the reception, guides the clients into the meetings, all with tactful and representative action.
- Affinity with identifying and mitigating the risks of money laundering and terrorism financing for the organization and Aruba is an important aspect of your work.

Fluency (verbally and in writing) in Dutch and English is a must; Spanish and Papiamento a plus. Minimum educational level is HAVO.

Do you consider yourself to be a spider in the web, able to communicate with all staff and partners throughout our multiple disciplines, while having strong organizational skills and a let’s get things done attitude? But you also value the combination of work and private life, and a pleasant working environment? If this is you, you are ready to join our team!

We offer you a good salary, an excellent secondary benefits package and a great team to work with. Please contact us at info@bdoaruba.com or visit us at our iconic office for an introduction meeting. We are looking forward to meeting you.



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