



HR CLERK

The HR Clerk is persistent, fully qualified and experienced. Papagayo is looking for someone who is decisive, reliable and has great empathy. You communicate easily at different levels and can clearly translate policies. You are organized, structured and innovative. The HR Clerk will be the mentor for a HR intern and reports directly to the HR Advisor.

About us:

Papagayo is an international hotspot in the heart of the Caribbean with luxury villas on one of Curaçao's finest locations, an upscale design hotel on the beach, a trendy beach club and a versatile beach plaza, home to a classy casino, a contemporary spa, a wide range of restaurants and bars, a state-of-the-art fitness center, a supermarket, and various shops. Papagayo Curaçao is your one-stop destination.

About the position:

- Coordinate logistics for on- and off-boarding;
- Compile and update employee records. Hard and soft copy;
- Assist with day-to-day operations of the HR functions and duties
- Supporting internal and external inquiries and requests related to the HR department;
- Submit online job postings, shortlist candidates, scheduling and conducting job interviews;
- Coordinate the recruitment process of trainees, including selecting, interviewing and onboarding;
- Processing payroll and assisting with the documentation of employee compensations and benefits.

Qualifications & Requirements

- Minimum completed education: HBO. Preferably direction of Human Resource or Business Organization.
- Minimum of 1 year experience in a similar position;
- Dutch, English, and Papiamentu. Spanish is a plus.
- Knowledge and insight into personnel information systems.



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This makes you the perfect colleague

- Professional communication, appearance, and behavior;
- Excellent talent to interact with people positively and courteously;
- Strong leadership skills, excellent team player and motivator;
- Dependable and punctual;
- Ability to work calmly and effectively under pressure;
- Must be self-motivated and organized, and have strong problem-solving skills

We offer

- Salary according to Papagayo Wage building;
- Competitive secondary benefits;
- Great working environment;
- Encouraging professional and personal growth as a company.
- Bus transport from Punda and Otrobanda to Papagayo. If your shift starts before 6 AM or ends after 8 PM, we provide direct transport to your home from Papagayo.

If you are interested in this position, please send:

- 1) Your resume
- 2) Motivation letter
- 3) A recent photo
- 4) Be sure to mention the job title in the subject line: "Application – HR Clerk"

EMAIL YOUR CV
Jobs@papagayo.com