



WE'RE HIRING

Human Resource Clerks

The HR Clerk is persistent, fully qualified, and experienced. Papagayo is looking for someone 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 an HR intern and reports directly to the HR Advisor.

About Papagayo Curaçao

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 shop destination.

About the position

- Coordinate logistics for on- and off-boarding;
- Compile and update employee records. Hard and soft copy;
- Assist with the 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, schedule and conduct 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.



We are asking

- Minimum completed education: HBO. Preferably, direction 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.

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.