

# VACANCY

## OFFICE OPERATIONS MANAGER







Are you a working professional/entrepreneur looking for a dynamic and flexible career in management? Join us as a (part-time) Office Operations Manager, where you'll lead in an international, dynamic and legal setting that values operational excellence.

### Bureau for Intellectual Property Sint Maarten

The Bureau is an Independent Governing Body, and must obtain, manage and account for its own financial resources. The main objective of the Bureau is to facilitate the registration of trademarks, both nationally and internationally. The work of the Bureau is carried out at a high standard and in a highly legal environment.

#### Knowledge and Skills

- Holds a Bachelors (HBO) or Masters (WO) degree in Business and Law (a background in finance is essential and a background in marketing is a valuable asset);
- Capable of providing strategic advise to the Director on policy decisions and oversee the daily operations of the various departments within the Bureau;
- Proficient in resolving intricate, abstract issues (in-depth or multi-disciplinary) requiring a helicopter view and contextual thinking;
- Skilled in developing and integrating concepts/models;
- Possesses expert knowledge of QuickBooks & Payroll Pro software;
- Demonstrates an avid interest in intellectual property rights (IP rights) and actively contributes to the increase of awareness regarding IP rights;
- Brings experience in coaching and providing constructive feedback to align with the organizations' objectives;
- Capable of developing, improving, innovating and implementing processes, methods, best practices and/or systems;
- Exhibits strong oral and written communication skills in English and Dutch.


-  Sint Maarten
-  HBO/WO 'Business and Law'
-  22.5 – 30 hrs per week
-  Scale 13 of BIP salary scales

#### Important notice:

Salaries at the Bureau are based on education and work experience in the relevant field and sector.



If you believe that this position fits your profile, please send your application to [HRAdmin@bip.sx](mailto:HRAdmin@bip.sx) attn: Mrs. V. Rosen- Sandiford. An assessment is part of the application procedure.

For more information about this position, please visit our website 



[www.bip.sx](http://www.bip.sx)

Tel: +1 (721) 543 - 3500

Email: [HRAdmin@bip.sx](mailto:HRAdmin@bip.sx)