

Aruba Ports Authority N.V. (APA) aims to provide a safe, efficient, accessible transport system that guarantees the mobility of people and goods and contributes to economic development and cruise tourism. APA manages both the port in Oranjestad and the port in Barcadera. APA is an organization with ambitious plans for the future and is looking for candidates for the position:

## **Human Resources & Communications Officer**

### ***Primary duties & responsibility:***

As a Human Resources & Communications Officer you are responsible amongst others for recruitment, developing, maintaining, and enforcing company policies and procedures, support and develop talents through trainings and development programs, and maintain employee records. Additionally, you will be responsible for the internal and external communication, including the management of APA's communication channels.

### **Qualifications:**

Prospective candidates should meet the following requirements:

- ✓ Possess at least a bachelor's degree in human resource management or equivalent degree with at least 3 years' experience in Human Resources or equivalent position
- ✓ Highly knowledgeable with local labor laws
- ✓ Excellent verbal and written communication skills in English, Dutch and Papiamentu
- ✓ Great interpersonal skills with strong problem-solving and decision-making aptitude
- ✓ Outstanding organizational and time management abilities
- ✓ Proficient in MS Office; knowledge of Human Resources software is a plus
- ✓ You are creative, outgoing and have a positive attitude

### **Working conditions:**

APA offers competitive employment conditions and a challenging position in a dynamic organization. In accordance with scales of the current collective labor agreement.

### **Information and application:**

If you are interested in this position and think that you meet the qualifications, please send your application letter and curriculum vitae by November 29, 2021 to [hr@arubaports.com](mailto:hr@arubaports.com)