

For one of our clients we are looking for an

EXECUTIVE DIRECTOR

The company

The Sint Maarten Chamber of Commerce and Industry (COCI) is the Trade Registry for Sint Maarten. This entity in accordance with the stipulations of the law registers all businesses, seeking to be operational in Sint Maarten. COCI through its trade register aides in providing a secure environment for business undertakings in Sint Maarten.

Responsibilities

The Executive Director of COCI is accountable to the Chamber's Board of Directors and is responsible for the day-to-day management of all Chamber areas of responsibility and for carrying out policies and duties established by the Board through an annual program of action. Within this function some of the specific duties will be assigned in accordance with Chamber by-laws, policies, and annual performance goals established by the Board of Directors. The Executive Director shall among other things:

- Evaluate the organizational structure for the office and the related staffing structure;
- Establish administrative policies and procedures for administrative functions;
- Recruit and develop staff through directing, coaching, training, support and delegation of responsibilities. Administer an effective personnel program;
- Develop and supervise the execution of an effective program of membership development and membership services;
- Develop and maintain an effective communication program responsive to the needs of the members;
- Evaluate needs for education programs to advance the professional, technical and managerial skills of the members;
- Utilize partnerships with local agencies as appropriate;
- Provide all necessary information and materials to inform the

Board, elected officials, partner agencies and membership on appropriate issues;

- Maintain effective internal and external public relations;
- Serve as spokesperson for the Chamber in conjunction with the President;
- Manage the finances of the Chamber, including timely delivery of monthly financial reports;
- Plan and coordinate meetings of the Board of Directors and others affiliated with the Chamber;
- Provide written monthly reports to the Board of Directors along with recommendations.

Required competencies

- Ability to communicate clearly and concisely, both orally and in writing in Dutch and English;
- Ability to lead, supervise, and delegate work activity;
- Ability to decide and initiate action;
- Builds wide and effective networks of contacts;
- Ability to analyze and critically appraise program proposals and other complex issues;
- Ability to formulate strategies and concepts and to work strategically to realize goals;
- Ability to plan and organize.

Qualifications

- A Bachelor's Degree in appropriate field of study or equivalent work experience;
- 5 or more years of successful management and leadership experience in a fast and highly competitive business;
- Marketing skills and knowledge of database systems highly preferred.

Application

If you meet the requirements and are interested in the vacancy, we invite you to apply via email to: natascha.sille@bdo.cw Applicants must attach to their general letter of introduction a resume, supported by certificates and diplomas, and an essay of 1000 words on the topic: "Taking the St. Maarten Chamber of Commerce to the next level".

Additional queries (if any) should be forwarded to the afore mentioned email address. The deadline for submitting your resume and motivation is **November 15, 2019**.

Please visit the website for more information about this vacancy: chamberofcommerce.sx