



Engineering Administrative Assistant

We are dedicated to making Playa Linda a HOME AWAY FROM HOME for our guests, members and associates. If you are passionate about Hospitality and looking for a new challenge, then don't miss this opportunity to join the Playa Linda team.

We are looking for an eager self starter who wants to make every guest experience unique, positive, successful and inspiring.

Requirements:

- MBO degree or higher preferably in Administration or equivalent work experience
- Read, write and speak English, Spanish and Papiamento (Dutch is a plus)
- Be able to work with MS Office & Maintenance work order
- Strong knowledge of administrative procedures
- Ability to work independent and accurate
- Ability to type correspondences and reports
- Ability to analyze and compile data
- Ability to maintain detailed files and record-keeping system

Playa Linda Beach Resort is a Green Certified timeshare resort consisting of 215 suites. Our members are from all around the world, but mainly from the USA. Playa Linda Beach Resort has won the RCI Cold Crown Award for more than 20 years, a distinction given to resorts that have attained the highest level of excellence in resort accommodations and hospitality. Interval International also bestowed Premier Status on the resort for several consecutive years.

Description:

The Engineering Administrative Assistant is responsible for processing maintenance work orders. The Engineering Administrative Assistant is expected to help out with the Engineering office duties, support the Chief Engineer with order processing, scheduling and supervision.

HOW TO APPLY?

Please e-mail your motivation letter along with your resume to Milda Ras at humanresources@playalinda.com or fill in an application form at our Human Resources Department.

