

TELEPHONIST / RECEPTIONIST

If you are friendly, organized, and thrive in a dynamic, professional work environment, we want you on our team!

* Responsibilities:


- Answer and direct phone calls professionally
- Greet visitors and manage appointments
- Handle incoming and outgoing mail and packages
- Maintain office supplies and ensure a well-organized workspace
- Support administrative tasks such as data entry, printing, and document management
- Arrange travel and accommodations for employees
- Keep the reception area tidy and welcoming
- Assist in event and meeting preparations

* Requirements:

- You hold minimum an MBO or above in Administration.
- Friendly & Professional: You create a positive first impression
- Strong Communicator: Fluent in Dutch and English, both written and spoken
- Team Player: You collaborate well with colleagues
- Problem-Solver: You handle challenges with confidence

* Skills & Expertise:

- Experience with MS Office (Word, Excel, Outlook)
- Strong organizational and multitasking abilities
- Prior experience as a receptionist or in customer service is a plus



As a Telephonist / Receptionist, you will be the face and voice of ITP Caribbean. Your responsibilities will include handling incoming calls, greeting visitors, managing schedules, and providing administrative support.

 **Apply**

Submit your CV and cover letter expressing your interest to Ms. J. Larmonie, ITP Caribbean N.V., Rumbastraat 7, Aruba; directly on our website.

 **Why join us?**

This position offers a dynamic and professional work environment, continuous learning opportunities, and you'll be part of a supportive and innovative team. We provide a competitive remuneration package and ample prospects for career advancement.