



WE ARE  
**HIRING**



## HR GENERALIST

*"Are you ready to make a meaningful impact by driving HR initiatives and fostering a supportive environment for our employees?"*

### MAIN ROLE & RESPONSIBILITIES

- Advise and support management and employees on local labor law and other HR-related matters.
- Manage employee files and ensure compliance with laws and regulations.
- Strong affinity with Recruitment, coordinating the recruitment and selection process for new employees.
- Prepare job offers.
- Prepare reports and analyses related to HR and personnel data.
- Help organizing Staff events, like Employee of the Quarter, End of year Party etc.

### ESSENTIAL SKILLS & REQUIREMENTS

- Minimum of 3 years of work experience as an HR Generalist/ HR Officer
- In-depth knowledge of labor law in Curaçao, SVB, SOAW, and social security issues.
- Excellent command of Dutch and English, and good command of Papiamentu, both oral and written.
- Strong communication skills and a customer-oriented attitude.
- Working experience abroad.
- Ability to work independently as well as in a team.
- A proactive and solution-oriented work approach.

To apply, please send your resume and cover letter to [hr@baoase.com](mailto:hr@baoase.com).