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Ministry of General Affairs

The Department of Records and Information Management (DIV) is looking for an enthusiastic, dynamic, experienced, and educated professional to fill the following function:

"Medewerker RDZ" (Registratie en Documentaire Zaken)

Tasks consist of the following, but are not limited to

- Provide general administrative and clerical support including e-mailing, scanning and copying.
- Maintain electronic and hard copy filing system.
- Oversee documents and records from creation.
- Perform data entry and scanning documents.
- Assist in managing of records both digital and physical.
- Daily registration of incoming and outgoing documents.
- Answer calls from internal and external parties.

Knowledge and skills

- Associate (MBO) decree in archive or Administration.
- Minimum of 2 years hands on administrative support experience.
- Proficiency in MS Word, MS Excel and MS Outlook.
- Knowledge of operating standard office equipment.
- Excellent communication skills both written and verbal.
- Ability to prioritize assignments.
- Strong organizational skills and attention to detail.
- Good communication skills in the English and Dutch language (verbal & written).
- Must be a team player, service-minded, result-oriented, accurate and confidential.

Salary

The salary depends on your education and work experience and is a minimum of Cg. 3,006.00 and a maximum of Cg. 5,746.00.

Information

For a detailed job description and further information, contact Acting Department Head of Records and Information Management, Rachael.Illis@sintmaartengov.org and Zinesche.Antoine-Kruythoff@sintmaartengov.org.

Applicants

If you are interested in this position, please send your application letter, resume, and copies of your degree(s) by November 9, 2026, indicating the position in the subject line, to the following email address: careers@sintmaartengov.org or send your application to the Government Building, address Soualiga Road #1, Pond Island, Philipsburg.









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