



VACANCY

HR SUPPORT OFFICER

HUMAN RESOURCES DEPARTMENT



LOCATION: BONAIRE

JOB DESCRIPTION

The HR Support Officer provides vital administrative and operational support to the HR Supervisor and the wider organization, ensuring the accurate, timely, and compliant execution of HR processes across the employee lifecycle. Serving as the first point of contact for routine HR inquiries,

this role supports onboarding, leave and absenteeism administration, payroll mutations, employee loan calculations, and event coordination while maintaining the highest standards of data integrity and confidentiality.

MAJOR ACCOUNTABILITIES

- Execute core HR administration, including preparing employment contracts, updating personnel databases, maintaining AFAS records, and distributing department communications.
- Process payroll mutations, handle payroll-related inquiries, and coordinate monthly and annual payroll tax filings and declarations with tax authorities.
- Coordinate recruitment and onboarding logistics, including posting vacancies, scheduling interviews, conducting pre-employment screenings, and managing trainee/vacation jobber programs.
- Administer employee sickness absenteeism, Public Health portal registrations, loss of wages collections, and coordination with the company doctor (Optima).
- Calculate and analyze employee loan, credit card, and mortgage applications (PLM) in accordance with TDSR, AFM regulations, and internal credit policies.
- Coordinate organizational HR events, including anniversary celebrations, career days, and employee appreciation initiatives.

KEY COMPETENCIES

- **Communication & Confidentiality:** Fluent in English, Dutch, and Papiamentu, with an established ability to handle sensitive staff matters with absolute discretion.
- **Accuracy & Detail Orientation:** High level of precision in records management, tax reporting, contract drafting, and loan calculations.
- **Planning & Prioritization:** Strong organizational skills to balance multiple deadlines, routine operations, and ad hoc employee requests efficiently.
- **Customer & People Focus:** Service-oriented mindset dedicated to providing approachable, timely support to people managers and employees.
- **Problem Solving & Teamwork:** Proactive approach to identifying operational improvements and collaborating effectively to achieve team goals.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- **Education:** MBO plus in Human Resources, Business Administration, or a related field; specialized coursework or certification in Labor Law, AFAS, Data Privacy, Compliance, or Payroll is preferred.
- **Professional Experience:** 5 to 6 years of experience in HR administration or a related operational field.
- **Technical Knowledge:** Working knowledge of local labor legislation, payroll and tax procedures, HRIS systems (AFAS), and personal financial analysis/lending policies.

BESIDES THE EXCITEMENT AND THE CHALLENGE WE OFFER:

- Competitive salary and performance bonuses.
- Standard office environment and working conditions with option for hybrid working.
- Comprehensive healthcare package.
- Pension plan.
- Generous vacation.
- Talent and development opportunities.
- A vibrant workplace culture with team events and activities.

***EMBRACING THE
OPPORTUNITY TO
GROW LEADS TO
UNPARALLELED
PATHS OF
SUCCESS.***

WORKING AT MCB

At MCB, we are committed to fostering a culture of excellence, innovation, and inclusion. We believe in empowering our employees to grow professionally and personally within a supportive and dynamic environment. Our team values collaboration and diversity, and we are dedicated to making a positive impact in the communities we serve.

HOW TO APPLY

If you are passionate about this job opportunity and want to make a difference in the financial sector, we would love to hear

from you. Please submit your resume and cover letter to: recruitment@mcbbonaire.com

Note: This job vacancy is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the incumbent for this position.

