



CENTRALE BANK VAN ARUBA

Information Specialist

Main responsibilities

- Developing and implementing standard processes for organizing and distributing information
- Developing and maintaining policies, standards, and guidelines to ensure that a consistent document management framework is applied across the company
- Executing the department projects
- Acting as the link between Secretariat & Information Center and IT departments
- Providing training and presentations to employees in the field of information management

Requirements

- Bachelor's degree in Information Management or Business Informatics
- A minimum of 5 years of relevant work experience
- Relevant experience with electronic document management systems or collaboration management systems

Competencies

- Strong oral and written communication skills
- Excellent analytical and advisory skills
- Solution- and result-oriented
- Able to work independently
- Stress resistant
- Pro-active

Apply?

Qualifying candidates should send their motivation letter and CV to the President of the Centrale Bank van Aruba, Mrs. Jeanette Semeleer via recruitment@cbaruba.org

An interview, assessment, pre-employment screening, as well as a medical test form part of the procedure

More information?

For further information you can contact Mrs. Maritsa Bremo, Manager Secretariat & Information Center, via telephone: +297 525 2130 or e-mail: m.p.bremo@cbaruba.org