

Leadership Development Innovations, is a small company representing an international performance improvement organization.

We are seeking a Management Assistant (MA) to handle various tasks.

Responsibilities include:

- MA represents the organization
- Assist in maintaining and building client relationships (sales experience is required)
- Communicating with executives, professionals, suppliers, and associates verbally and in writing
- The MA must be skilled in producing high-quality reports, letters, proposals and presentations under tight deadlines; knowledge of Word, Excel, PowerPoint and Outlook are essential. Must be adept in working with CRM software, Mailchimp, Calendly, and Google Calendar
- Manage inventory and place orders on time
- Maintains policies and procedures for both sales and training activities
- Must have the ability to do multiple tasks.

Requirements:

- A minimum of 5 years of work experience is required
- A confident, respectful personality with strong communication skills and a servant's heart
- Eager to study personal development material and implement new behaviors and attitudes
- Ability to communicate **fluently** in English, Dutch & Papiamentu (written & verbal) Spanish is a plus
- Interest in the field of professional and personal development is a plus
- The ideal applicant can work independently as well as in a team. Is self-motivated, detail-oriented, energetic, highly organized, and structured. Has analytical skills and the ability to plan short and long-term
- Willingness to work extra hours when necessary
- Applicant is coachable

If you meet the requirements and are interested, please send your application letter and resume in **English** to assistant@ldi-caribbean.com