



WE ARE
HIRING



PROJECT COÖRDINATOR

The Project Coördinator is responsible for the organization, planning, and execution of all technical and facility projects within the resort.

Join our team in a collaborative and dynamic environment!

MAIN ROLE & RESPONSIBILITIES

- Coordinating and monitoring technical, facilities, and IT projects from start to completion.
- Setting priorities, drawing up schedules, and monitoring progress, quality and deadlines.
- Managing and coordinating with external suppliers, contractors and internal teams.
- Providing support with maintenance work and ensuring efficient preparation and execution.
- Ensuring that work complies with quality, style and safety guidelines.
- Coordinating larger IT projects and liaising between IT, Operations and external partners.
- Managing project administration, quotations, budgets and reports for management.
- Serving as the central communication hub for all departments requiring technical or facilities support.

ESSENTIAL SKILLS & REQUIREMENTS

- Education in Facility Management, Engineering, Project Management, or similar.
- Minimum 3-5 years of experience in a coordinating role within engineering, maintenance, or hospitality.
- Experience with project-based work and managing multiple stakeholders simultaneously.
- Excellent knowledge of the Microsoft Office package (Word, Excel) and the ability to apply it efficiently in day-to-day operations.
- Strong communication skills, internal and external.
- Technical insight into HVAC, electrical systems, IT, and mechanics (preferred).
- Fluent in English; Dutch, Spanish, or Papiamentu is a plus

To apply, please send your resume and cover letter to hr@baoase.com.