

WE ARE **HIRING** JOIN OUR TEAM

Leysner & de Cuba Accountants has been serving the Aruban business community since 1986 offering various services from accounting and auditing to consulting and payroll services.

RECEPTIONIST



Our established accounting firm is seeking a Receptionist to serve as the face of our company.

Responsibilities include but are not limited to the following:

- Create a warm, welcoming environment for clients arriving for consultations
- Manage a multi-line phone system and route calls appropriately.
- Coordinate the secure receipt and distribution of sensitive tax documents.
- Maintain the firm's digital and physical filing systems.
- Assist with client billing and basic data entry during peak tax seasons.

Required skills, qualities and experience:

- Previous receptionist or office assistant experience.
- Tech-savvy and comfortable learning new scheduling and accounting software.
- Someone who takes initiative without being asked.
- Fluent in Dutch and English language in word and writing, as well as good speaking skills in Papiamento.
- Strong communication skills (we handle a lot of international emails).
- Reliable, punctual, and highly organized.

To apply, please submit your resume and motivation letter to fdekort@leysner-decuba.com no later than January 16, 2026.

Further information is available from:
drs. F.R. de Kort (+297 583-3050).

