



**ParadiseFoods.com**

Delivering kindness and groceries!

Catamaran and yacht provisioning on many islands across the Caribbean.

## Administration and Accounting Manager - St. Vincent

### About Paradise Foods

Paradise Foods is an innovative and forward-thinking maritime technology company, driven by a dynamic, international team. We deliver a technology-powered, smarter, faster, and more seamless provisioning experience for boats - making us a trusted partner for sailors, superyacht crews, and charter companies across the Caribbean and beyond.

Through our user-friendly app and online platform tailored for sea professionals, clients can easily place orders and enjoy delivery directly to the boat - whether docked at anchor. With operational bases on multiple Caribbean islands and team members spanning the globe, Paradise Foods combines the power of global technology with deep roots in the pan-Caribbean community.

We're not only building the future of provisioning - we're actively fostering connections between the Caribbean and the wider world, through local initiatives, partnerships, and a shared spirit of exploration.



[paradisefoods.com](https://paradisefoods.com)



[paradisefoods.sun](https://paradisefoods.sun)



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### About This Position

Based locally in St. Vincent, with a possibility of occasional travel to other Caribbean islands.

### About Your Role

As **Administration and Accounting Manager** in Saint Vincent and the Grenadines, you will :

On the Finance/Accounting side :

- Prepare and issue invoices, receipts, and other financial documents.
- **Record daily financial transactions in the accounting system or software.**
- **Perform regular bank reconciliations and follow up with accounts payable and receivable.**
- **Maintain petty cash records and prepare expense reports for management review.**
- Support the preparation of monthly financial statements and reports.
- Ensure proper filing and archiving of all accounting records for audit and compliance purposes.
- Assist and coordinate with external auditors or accountants during financial reviews or audits.
- Maintain and update company records, databases, and filing systems, both electronic and hard copy

On the Administrative side :

- Perform general clerical duties such as filing, scanning, photocopying, and managing correspondence.
- Answer and route telephone calls; take and relay messages professionally.
- Maintain and update company records, databases, and filing systems (electronic and hard copy).
- Assist in preparing documents, reports, and presentations as required.
- Monitor and maintain office supplies and reorder items as needed.
- Schedule meetings, appointments, and travel arrangements for staff or management.

## What You Need To Succeed

The ideal Finance & Administrative Assistant in Saint Vincent :

- High school diploma or equivalent; additional training in office administration or bookkeeping
- Minimum 3-4 years' experience in a similar administrative or accounting role
- Proficiency in Microsoft Office (Word, Excel, Outlook); experience with accounting software
- Strong organizational and multitasking abilities
- High attention to detail and accuracy in data entry and record-keeping. Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Communicates clearly and professionally, both in writing and verbally, with colleagues, management, clients, and external partners.
- Is discreet and trustworthy, able to maintain confidentiality when dealing with sensitive financial and personal information

It's a plus if the Candidate :

- Has experience in finance or administration in retail, logistics, food distribution, or a similar operational business.
- Has worked in a small or fast-growing company where processes are still being built and improved.
- Is familiar with basic HR administration, for example keeping employee files, attendance records, or supporting payroll inputs.
- Has experience preparing or coordinating documentation for auditors, banks, or public authorities.

## Why Join Paradise Foods?

- A unique project and team: our understanding of innovation goes beyond developing cutting-edge technologies. We also innovate across extremely diverse multicultural working environments, climate impact, and logistical solutions. Open-mindedness, out-of-the-box thinking, and adventurousness are at the very core of our project setup and team culture.
- High-impact role: Take full charge of your area of expertise in an environment that values ownership, gives you freedom to execute, but is always here to support.
- Join a global project: We're backed by leading venture capital and food retail investors and we have global ambitions to become the worldwide leader in e-commerce of the seas.

To apply, please send us your updated resumé to [hiring@paradisefoods.com](mailto:hiring@paradisefoods.com)  
We look forward to getting to know you!



We are a modern, joyful and friendly place to work at.  
The company is internationally structured, with many offices  
in the Caribbean and around the world, providing multiple  
career and personal growth opportunities.

We have established bases in multiple locations,  
and we relentlessly work on creating a modern, inclusive,  
and impactful international team.

