



The **Cayman Islands Airports Authority (CIAA)** invites suitable qualified **applicants** for the post of:

## **GROUND TRANSPORT OFFICER**

The successful applicant will be required to deliver high standard of customer service and function as part of a team whose primary responsibilities are:

1. To ensure the proper functioning of the revenue and staff parking lots and all related service provision.
2. Provide dispatch services for ground transportation and process resulting data.
3. The collection and return of baggage carts from the parking lots to the Terminal,
4. Assist with facilitating a safe and orderly flow of vehicular traffic in the traffic zones near the Taxi & Tour Buses dispatch area.

*The CIAA offers a dynamic culture and working environment, augmented by a suite of Benefits including: competitive Compensation, private sector Health Insurance, Pension Plan (6.4%), minimum of 12 days' paid vacation per year, and a generous competency & performance-based Learning and Development Plan for all eligible employees in established roles.*

### **Qualifications, Experience & Skills**

- A High School graduate Diploma with proficiency in English & Maths, is necessary;
- Excellent oral and written communication skills
- Prior working experience in cash collection and associated controls is highly desirable
- Must be computer literate and conversant with Microsoft Office applications.
- Must be willing and able to work Holidays & Weekends, Shift/irregular hours on shift as necessary
- Must be willing to undergo training in basic technical systems
- Documented proof of experience in delivering high quality service is required

This position required the individual to work in indoor and outdoor environment, on a shift basis during public holidays and weekends.

**Salary and benefits:** Salary range is between **CI\$19,220 - CI\$36,767** and the exact entry point will be commensurate with experience and qualifications. Benefits include a contributory pension plan, paid vacation and health insurance. Preference will be given to Caymanians or permanent residents with the right to work without restrictions. ***A clean police report, pre-employment drug screen and medical is a condition of employment.***

**APPLICANTS ARE REQUIRED TO SUBMIT A COMPLETED CIAA APPLICATION FORM, COVER LETTER AND CV SHOWING NO LESS THAN 5 YEARS' WORK HISTORY** (including explanation of any gaps over 30 days).

Applications should be emailed to: [HR.Recruitment@caymanairports.com](mailto:HR.Recruitment@caymanairports.com) or sent to: **Chief Human Resources Officer**, P.O. 10098, Grand Cayman KY1-1001, CAYMAN ISLANDS

Application Forms are available at [www.caymanairports.com](http://www.caymanairports.com) or at the Owen Roberts and Charles Kirkconnell International Airports' Administrative Offices.

**CLOSING DATE FOR APPLICATIONS IS: 3<sup>rd</sup> February 2020.**

**ONLY QUALIFIED SHORTLISTED CANDIDATES WILL BE CONTACTED.**