



The Cayman Islands Airports Authority invites applications for the position of

### **Administrative Assistant**



We are seeking a mature individual to provide receptionist and administrative duties in the Administration Office of the Cayman Islands Airports Authority. The successful applicant will provide prompt and courteous customer service to the public and the Airports Authority staff. With minimum supervision, this individual will be required to exercise his/her initiative in carrying out daily responsibilities and performing clerical duties including typing, filing, maintaining records, photocopying, mail and cash collection, maintaining inventory of office supplies and other duties as required and directed.

#### **QUALIFICATIONS & EXPERIENCE:**

- Must possess a High School Diploma
- High level of communication skills, both written and oral
- Possess a minimum of three years' experience dealing with the public in a professional customer oriented environment.
- Ability to type accurately.
- Knowledge of and skill in using computer hardware and software (particularly database management) would be an asset.
- Ability to compose professional and grammatically correct correspondence to be communicated to internal and external customers.
- Ability to successfully complete the AVSEC vetting course.

#### **PREFERRED SKILLS**

- Knowledge of establishing and maintaining an efficient filing system
- Good working knowledge of the operation of multi-purpose photocopier, scanner, fax machines, and other office equipment.
- Proficient in Microsoft Word, Excel, Outlook.
- Ability to accurately reconcile cash collected and receipts.
- Demonstrate excellent customer service skills to all internal and external customers on the phone, e-mail and in person.
- Team work and interpersonal relationships.

**SALARY & BENEFITS:** Salary range is **CI\$29,145.00 – CI\$43,359.00** and will be commensurate with experience and qualifications. Benefits include contributory pension plan, paid vacation and health insurance. Preference will be given to Caymanians or permanent residents with the right to work.

***A clean police report, pre-employment drug screen and medical is a condition of employment.***

**APPLICANTS ARE REQUIRED TO SUBMIT A CIAA APPLICATION FORM, COVER LETTER AND CV SHOWING NO LESS THAN 5 YEAR'S 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

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

Deadline for receipt of applications is 23 February 2018.

**ONLY QUALIFIED SHORTLISTED CANDIDATES WILL BE CONTACTED**