



The **Cayman Islands Airports Authority (CIAA)** invites applications for the post of

OFFICE MANAGER (ORIA)



Reporting to the Chief Executive Officer (CEO) and operating from the administrative offices at Owen Roberts International Airport (ORIA), the Office Manager is responsible for confidential, efficient and high-level secretarial and administrative support to the CEO and providing office management services to the CIAA Management team and staff. This includes providing corporate office services, efficiently supervising front office/reception staff and maintaining corporate records. The Office Manager is also responsible for providing secretarial support to the CIAA Board of Directors and also serves as the Freedom of Information and Complaints Officer for the CIAA.

The ideal candidate will be an organised self-starter with a positive ‘can do’ attitude. He/She will possess or is advanced in working towards a Bachelor’s degree in Business Administration (or equivalent) and have at least three years proven experience in a similar position, with at least five years working in a busy and professional office environment.

In addition, applicants will have:

- Extensive knowledge and experience using office administration systems and methodologies;
- General Human Resources and staff supervision/management experience;
- Proven document and information management systems and processes experience; and
- Demonstrated ability to maintain a high level of accuracy and confidentiality in preparing and handling sensitive documents and high volumes of information.

Necessary skills:

1. Excellent interpersonal and team building skills in a diverse working environment;
2. Analytical and problem solving skills;
3. Sound Decision and judgment making skills;
4. Attention to detail and a high level of accuracy;
5. Effective organisational skills;
6. Time management, planning/organization, and multi-tasking skills;

7. Proven high standard of proficiency in the use of Microsoft Word, PowerPoint, Outlook and Excel;
8. Effective communication skills and the ability to understand the CIAA's overall business goals and objectives, to achieve associated personal and team targets.

Salary and benefits: Salary range is between **CI\$43,841 - CI\$65,829** and will be commensurate with experience and qualifications. Benefits include a contributory pension plan, paid vacation and health insurance.

APPLICANTS ARE REQUIRED TO SUBMIT A 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 or sent to:

Chief Human Resources Officer
P.O. 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS

Preference will be given to Caymanians or Permanent Residents with the right to work.
A pre-employment drug screen and medical is a condition of employment.

Deadline for receipt of applications is- Tuesday, 17 April 2018