



We are in search of qualified persons who are interested in a commitment to progress as we move forward in the fulfillment of our goal as the Leading Caribbean Airport.

MBJ Airports Limited invites applications for the position of:

Airport Coordinator

In a supervisory capacity, the Airport Coordinator supports airport operations by coordinating all activities associated with providing safe, secure, friendly and efficient operations at the Sangster International Airport in keeping with established policies and procedures; provides front line support for passengers, users and stakeholders of the facility and oversight to include the protection of the physical plant and other company assets.

Qualifications and Experience:

- Bachelor's Degree in Business Administration, Airport Operations Management, Tourism and Hospitality Management or similar discipline.
- Minimum of two (2) years working experience in an airline/airport operations environment or equivalent.
- Valid General Driver's Licence.

Specific Knowledge Required:

- Sound knowledge of airline/airport planning and operations, security and emergency procedures.
- Sound knowledge of relevant applicable standard operating procedures.
- Excellent computer application and software skills.

Key Competencies/Skills of the Position:

- Ability to understand and follow oral and written instructions and communicate effectively at all levels to include contractors, airlines, concessionaires and regulatory agencies.
- Ability to troubleshoot and resolve issues as a contact during emergencies that occur outside normal working hours.
- Ability to work under pressure, analyze situations and recommend quick and accurate decisions for management's approval.

Interested candidates should submit applications via email vacancies@mbjairport.com or apply in writing no later than **September 30, 2023** to:

The Human Resource Manager
MBJ Airports Limited
Sangster International Airport
Montego Bay, St James.