



ADVERTISEMENTS

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 following position:

Operations Centre Coordinator

Reporting to the Operations Manager, the Operations Centre Coordinator provides assistance to the Operations Department in coordinating and conducting airside, terminal and groundside activities; monitoring and recording activities; updating and implementing policies and providing staff support as required.

QUALIFICATIONS AND EXPERIENCE

- Associate Degree/Diploma in Business Administration, Computer Science or equivalent from a recognized tertiary institution
- plus**
- A minimum of two (2) years working experience in an airport/airline operations environment

SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Knowledge of Safety Management Systems
- Knowledge of the legal framework governing airport operations
- Knowledge of airport emergency procedures
- Knowledge of the airport's geography
- Knowledge of 2-way radio operation and phraseology
- Knowledge of ICAO, IATA, JCAA and other applicable standards and regulations
- Working knowledge of computer applications and software.

In a dynamic high-pressure team environment, the ideal candidate must be a team player with demonstrated ability to exercise sound judgment in formulating quick decisions; possess excellent verbal and written communication skills, as well as effective time management and analytical skills. The candidate must possess strong work ethics that combine customer service excellence and proactive problem-solving skills.

Interested persons should submit their applications no later than **October 21, 2023, to:**

**Human Resource Manager
MBJ Airports Limited
Sangster International Airport
Montego Bay, St James
Email: vacancies@mbjairport.com**