



ADVERTISEMENT

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

MBJ Airports Limited invites applications for the following position:

Statistics Clerk

Under the supervision of the Statistics & Air Service Development Analyst, the Statistics Clerk is responsible for the collection, analysis and dissemination of all airline passenger, cargo and movement data. This position administers the data software that facilitates the recording, collection and analysis of data from external sources and liaises with the financial and operational systems to generate weekly and monthly billings of aeronautical fees. The position also prepares weekly, monthly and annual statistics summaries and provides monthly, quarterly, and annual aeronautical performance reports to airport regulators in support of concession agreement compliance. In addition, this position is responsible for accurate and timely data input of Commercial sales.

Qualifications and Experience:

- Associate Degree in Business Administration, Data Analytics, Statistics or equivalent qualification
PLUS
- A minimum of two (2) years working experience in Statistics in a commercial, financial, or international transport sector.

Specific Knowledge and Skills Required:

- Sound knowledge of computer applications including data analysis techniques, presentation and reporting of results and spreadsheets for the maintenance of statistical data and the production of relevant reports and analyses.
- Sound knowledge of tabulating, collating, analyzing and interpreting statistical data.
- Sound knowledge of research principles and techniques in statistics.
- Sound knowledge of aeronautical activities to include air transport economics, airline operating models, route structure and development, budgeting, aeronautical traffic forecasting, aircraft and flight types, airline brands and alliances and schedules.
- Working knowledge of writing and interpreting SITA messages and other forms of airline electronic communication to gather statistical data.
- Knowledge of airport operation and air service industry.

Key Competencies/Skills for the Position:

- Ability to construct and interpret statistical formulas for data evaluation design and manipulation.
- Excellent analytical skills and problem-solving ability
- Ability to work in a dynamic and high-pressure environment driven by deadlines and ad hoc data requests.
- Effective communication skills including the ability to develop and deliver effective presentations.
- Excellent organization and time management skills, strong work ethics and initiative.
- Ability to train and direct users in software application.

Interested individuals should submit their applications no later than [March 26, 2025](#), to:

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