



ADVERTISEMENT

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:

Human Resource Clerk

Reporting to the Human Resource Manager the incumbent will perform various specialized administrative functions that support of the department's systems and initiatives. This role assists with a wide range of HR-related tasks, including maintaining employee records, processing documentation, supporting recruitment efforts, and ensuring the smooth operation of HR functions in compliance with company policies and legal requirements, and is responsible for managing the front desk.

The incumbent will also assist with the timely, accurate processing of payrolls in accordance with established policies and procedures. He/she will also provide support to MBJ's Learning and Development Programme by assisting with the administration of its Learning Management System (MBJ Academy).

Qualifications and Experience:

- Associate Degree in Human Resource Management or equivalent qualification
PLUS
- A minimum of two-year's experience as a human resource personnel or in a related role
- Experience with HR software (e.g. HRIS or payroll systems).
- Experience with office management systems or phone systems

Specific Knowledge and Skills Required:

- Sound knowledge of computer technology with extensive knowledge in Microsoft Excel and Word, Payroll Software and HRIS systems
- Sound knowledge of Jamaican Labour Laws, Payroll taxes and relevant statutory regulations
- Knowledge of telephone etiquette and customer service techniques.
- Knowledge of record keeping and standard office practices and procedures applicable to human resources.

The successful candidate must be able to maintain strict confidentiality of records and information, and demonstrate excellent interpersonal and communication skills.

The ideal candidate is a collaborative team player who applies both logical and creative thinking to develop solutions based on written specifications and/or oral instructions. They should exhibit strong attention to detail and possess exceptional time-management skills.

Interested persons should submit their applications by **January 23, 2026**, to:

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