

Advertisement Date: 31st January 2024

Closing Date: 27th February 2024



Job Title: Human Resources Clerk

Location: Providenciales, Turks and Caicos Islands

Department: Human Resources

Reporting to: The Human Resources Manager

Employment type: Permanent

Compensation: Grade: 5.1

JOB PURPOSE:

This is an administrative support position with departmental-wide responsibility for supporting all Departments within the organization.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Perform various clerical, technical, administrative, and office support duties in support of the TCIAA Human Resource Department.
- Maintain a sound knowledge of all HR policies/guidelines, including the Policies and Procedures Manual and TCI Labor Law.
- Prepare offers for employment letters and onboarding packages.
- Assist with work permit application processing as required.
- Maintain current employee database, inclusive of electronic and manual files.
- Assist with the reconciliation of vacations and sick leaves.
- Coordinate employment physicals, psychological, drug screens, or other employment testing.
- Assist with the coordination of TCIAA Staff functions.
- Prepare and circulate quarterly newsletters.
- Maintain staff register with current information at all times.
- Administer Promotional/GSAT Examinations.
- Prepare Job Letters/Reference Letters/New and Renewal Employee ID Letters.
- Perform any other related task that may be assigned.

QUALIFICATION AND EXPERIENCE:

- Excellent communication, presentation & organization skills.
- Proficiencies in Microsoft Suites and Windows.

- Ability to work under pressure, independently, and in a team.
- Maintain Strict confidentiality of personnel information.
- 1-3 years of business experience (HR experience is a plus).
- Certificate/diploma in Human Resources or Business Administration.

Salary: \$31,500.00 per annum.

Interest persons must submit their applications on or before February 14, 2024

to:

**Human Resources Department
Turks and Caicos Islands Airports Authority
Walter E Cox Sr Admin Building
163 Airport Road
Downtown, Providenciales
Turks and Caicos Islands**

Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc