

EXECUTIVE ASSISTANT

Job Advertisement

Reporting To:	Chief Executive Officer	
Division:	Chief Executive Officer’s Office	
Grade Level:	7.5	
Remuneration:	\$61,854.00	
Special Requirements:	N/A	
Employment Type: ☒ Continuous Employment ☐ Fixed Term Contract ☐ Independent Contractor ☐ Consultant ☐ Intern	Hours: ☒ Full-Time ☐ Part-Time ☐ Part-Time Shift ☐ Casual/Flexible	Location: ☐ All Islands ☒ Providenciales ☐ Grand Turk ☐ Salt Cay ☐ North and Middle Caicos ☐ South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority ("TCIAA") (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

We are seeking a high calibre, highly committed professional to fulfil the role of Executive Assistant to the Chief Executive Officer (CEO). This is a critical, highly visible role that serves as the CEO's 'right hand,' enabling the efficient execution of the Authority's strategic initiatives and goals. The ideal candidate will embody professionalism and excellence not only in the delivery of work but also in appearance and conduct. Given the sensitive nature of the CEO's office, the successful candidate must always demonstrate an absolute commitment to confidentiality and discretion.

Responsibilities and Key Deliverables

The Executive Assistant will manage the rigorous day-to-day administrative and operational needs of the CEO's office, including:

- **Executive Support:** Serve as the primary point of contact and liaison for the CEO, expertly managing all internal and external communications, prioritizing the most sensitive matters, and ensuring effective flow of information.

- **Calendar and Logistics Management:** Proactively manage the CEO's complex calendar, scheduling, appointments, and travel arrangements with meticulous attention to detail and prioritization.
- **Confidential Document Management:** Maintain comprehensive, accurate, and highly secure records and documents for the executive office, adhering to strict confidentiality protocols.
- **Communication and Drafting:** Draft, review, and edit high-level correspondence, reports, and presentations for internal and external audiences on behalf of the CEO.
- **Meeting Preparation:** Organize and prepare for all executive meetings, including Board Meetings, coordinate logistics, gather necessary documents, drafting agendas, preparing minutes (excluding Board minutes), and ensuring diligent follow-up on all action items.
- **Professional Conduct and Representation:** Welcome all visitors and partners, professionally and hospitably assessing the purpose of their visit and directing them appropriately. Maintain a consistently polished physical appearance and attire and an exceptionally professional demeanor in all interpersonal engagements, representing the TCIAA brand with distinction.
- **General Administration:** Provide general administrative support to ensure the efficient and highly organized operation of the executive office.

Essential Competencies and Attributes

- **Absolute Confidentiality:** Proven ability to handle highly sensitive information with impeccable discretion and integrity.
- **Commitment to Excellence:** A demonstrable track record of delivering work and maintaining conduct at the highest standard of quality and professionalism.
- **Organisational Mastery:** Exceptional organizational and administrative skills, with a strong detail-oriented approach.
- **Adaptability:** Proven ability to thrive and deliver in a fast-paced, constantly changing environment.
- **Communication and Interpersonal Skills:** Exceptionally strong verbal and written communication skills in English, coupled with a high regard for positive internal and external customer service.
- **Technological Proficiency:** Strong computer skills, including expertise in MS Word, Excel, PowerPoint, Adobe Software, Canva, and corporate communication tools.
- **Independence:** Strong ability to work autonomously, problem-solve, and meet rigorous deadlines.

Education Requirements

- A minimum of associate's degree in business administration preferred or equivalent work experience.

- Professional certifications in office administration or similar fields provide a competitive edge.

Experience Requirements

- Minimum of (3) three years' proven experience in administrative assistance, preferably supporting a senior executive of C-Suite Officer.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined and/or required and/or appropriate by the CEO.

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business. Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **A completed TCIAA Job Application Form – copy and paste the link [https://tciairports.com/assets/downloads/Employment_Application_Form.pdf]**
- **Cover letter and Resume**
- **A Statement of Professional Philosophy [max 500 words] detailing your understanding and approach to providing executive support, maintaining absolute confidentiality and discretion, loyalty and approach to the CEO's vision and objectives for the organisation, and personal excellence in conduct and self-presentation while representing the TCIAA.**
- **Two (2) Supporting References: 1 Professional and 1 Character**
- **Enhanced Police record**
- **Proof of status**

No later than November 14th 2025 to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Providenciales International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders Preferred