

HR Worker Temp

Job Advertisement

Reporting To:	Human Resources Manager	
Division:	Human Resources	
Remuneration:	\$2,800.00 per month	
Special Requirements:		
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, recognising their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

The Temporary Human Resources Worker position is an exciting opportunity for individuals seeking to gain practical experience in the field of human resources. This six-month temporary assignment will provide the successful candidate with hands-on exposure to various HR functions, including recruitment, employee relations, training and development, and administrative tasks. By working alongside experienced HR professionals, the temporary worker will gain valuable insights into HR best practices and contribute to the effective operations of the HR team. This role not only offers a chance to build professional skills but also serves as a significant advantage in a competitive job market.

Responsibilities and Key Deliverables

- **Filing and Document Management:** Organize and maintain employee files, ensuring that all documents are accurately filed and easily accessible. This includes both physical and digital records.
- **Scanning Documents:** Scan and digitize important HR documents, ensuring that they are stored in compliance with company policies and data protection regulations.

- **Data Entry:** Accurately enter and update employee information in the HR database and other relevant systems, maintaining high standards of data integrity.
- **Support in HR Projects:** Assist in various HR projects that may require documentation and record-keeping, ensuring that all tasks are completed efficiently.
- **Administrative Assistance:** Provide general administrative support to the HR team, including scheduling meetings, preparing materials, and coordinating logistics for HR-related events.
- **Confidentiality Maintenance:** Handle sensitive employee information with discretion, ensuring confidentiality is upheld in all HR processes and documentation.
- **Other Duties:** Perform additional tasks as assigned by the HR Manager to support the overall functions of the HR Department.

Qualifications

- High School Diploma or equivalent. In the absence of a diploma, proven years of excellence in human resources or a related administrative role.
- Associate degree in Human Resource Management would be as asset.
- Strong communication and interpersonal skills, both verbal and written.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team.
- Ability to remain calm and professional under pressure.
- Excellent problem-solving and conflict resolution skills.

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. We, therefore, welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **Cover letter,**
- **Resume,**
- **2 Job References testifying to character and competency for the role,**
- **A police record, and**
- **Proof of status**

No later than November 24th, 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 Only Need Apply