



**BRITISH VIRGIN ISLANDS PORTS AUTHORITY
VACANCY NOTICE 1/2015**



LEASING AND MARKETING MANAGER-TORTOLA PIER PARK LIMITED

Applications are invited for the post of **Leasing and Marketing Manager** at Tortola Pier Park, Limited for immediate employment on a contractual basis.

QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's Degree in Business Management, Marketing, or equivalent;
2. Specialist training in retail property management will be an asset; and
3. Minimum of five years' experience in Management, Administration, Marketing, Public Relations, Event Planning, Property Management, Retail, Hospitality and/or Customer Relations. *A combination would be ideal.*

SKILLS:

1. Excellent Communication skills (verbal and written);
2. Excellent Interpersonal skills;
3. Sound Supervisory skills;
4. Sound Planning and Organising skills;
5. Ability to solve problems, make decisions, negotiate and work without supervision;
6. Ability to work under pressure and multi-task; and
7. Ability to be flexible in receiving instructions and executing duties.

REPORTS TO: Chief Executive Officer (CEO)/Tortola Pier Park Limited (TPPL)

DUTIES AND RESPONSIBILITIES:

1. Works closely with the CEO to develop leasing, branding, marketing, communications, tenant services, and other revenue generating strategies for the TPP, in keeping with its long term vision;
2. Develops and monitors annual leasing, marketing and communications budget;
3. Reviews tenant applications and make recommendations to the CEO;
4. Assists the CEO with negotiation and re-negotiation of lease agreements;
5. Manages the administration of all leasing contracts and day-to-day tenant relations for the leasing operations;
6. Develops a comprehensive database of the TPPL's proposed, current and previous tenants;
7. Develops and executes comprehensive marketing and communications plans using both traditional and new marketing media, targeting all users of the facility;
8. Works with the British Virgin Islands Tourist Board (BVITB) and other promotional partners with destination marketing activities that involves the TPP;
9. Functions as the Media Liaison and facility spokesperson as per established Media policy;
10. Works closely with the Operations and Customer Service teams to ensure superior customer service to tenants;
11. Builds and maintains relationships with store managers, Customs, Immigrations and Port Health Officers and other users of the facility;
12. Prepares and delivers operational reports as required;
13. Owns and promotes the TPPL's corporate identity and functions within its application in all its context;
14. Assumes the role of 'Duty Manager' when required and in accordance with work schedules; and
15. Any other relevant duties as directed by the CEO.

***Salary will be determined commensurate with relevant qualification and experience.**

CLOSING DATE: March 6, 2015

APPLICATIONS: British Virgin Islanders or Belongers Preferred

All interested applicants **must** apply either *online or submit a completed Application Form, along with the required documents during the hours of 8:30 a.m. - 4:30 p.m. Monday – Friday to the following physical address:

**Human Resources Manager
British Virgin Islands Ports Authority Headquarters
2 Port Purcell, TORTOLA, VG1110
BRITISH VIRGIN ISLANDS
* scupid@bviports.org**