



## BRITISH VIRGIN ISLANDS PORTS AUTHORITY VACANCY NOTICE 3/2015



Applications are invited for the post of **Dispatcher** at the British Virgin Islands Ports Authority, for immediate employment.

### **QUALIFICATIONS:**

1. Must possess excellent interpersonal, customer service and communication skills
2. Must possess a thorough knowledge of BVI Taxi Tariff and the BVI in terms of tourist attractions, hotels, etc.
3. Must be able to work long hours on foot, write standard reports, and be able to multi-task

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

**REPORTS TO: COMPLIANCE MANAGER**

### **DUTIES AND RESPONSIBILITIES**

1. Ensuring vigilance in regards to passenger safety during loading of taxis
2. Ensuring that the line system is adhered to
3. Registering any and all complaints with the Compliance Manager
4. Respectably meeting and greeting all guests, taxi operators, employees, and other patrons of the Port

**CLOSING DATE: April 30, 2015**

### **APPLICATIONS**

All interested applicants **must** 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. Online Applications are also accepted.

**Human Resources Manager  
British Virgin Islands Ports Authority Headquarters  
2 Port Purcell  
Tortola, VG1110  
British Virgin Islands  
\* [scupid@bviports.org](mailto:scupid@bviports.org)  
British Virgin Islanders or Belongers Preferred.**