



**BRITISH VIRGIN ISLANDS PORTS AUTHORITY
VACANCY NOTICE 3/2014**



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: September 5, 2014

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
British Virgin Islanders or Belongers Preferred.**



BRITISH VIRGIN ISLANDS PORTS AUTHORITY VACANCY NOTICE 3/2014



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

QUALIFICATIONS:

1. Must be fluent in English and at least two (2) other languages.
2. Must possess excellent Customer Service skills and be medically and physically fit for working long hours on foot.

Salary will be determined commensurate with relevant qualification and experience.

REPORTS TO: COMPLIANCE MANAGER

DUTIES AND RESPONSIBILITIES

1. Ensuring that the line system in place is adhered to.
2. Ensuring vigilance in regards to passenger safety during loading of taxis is adhered to
3. Meeting and greeting all tourists, taxi men, employees, and other patrons of the Port.
4. Assisting persons with directions and registering all complaints with the Compliance Manager.
5. Liaising with cruise ship agents and personnel, Tourist Board Officials, Government Officials, and Port Management and Staff.

CLOSING DATE: September 5, 2014

APPLICATIONS

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