

Vacancy Notice

The British Virgin Islands Airports Authority "the Authority is a government owned statutory organization which owns and operates all airports in the British Virgin Islands is seeking qualified applicants to fill the role of **Talent Acquisition Coordinator**.

Summary: The Talent Acquisition Coordinator plays a pivotal role in attracting and selecting exceptional talent to contribute to the growth and success of the BVI Airports Authority. This position is responsible for coordinating and executing the full spectrum of recruitment activities, from sourcing and screening candidates to assisting in the onboarding process.

DUTIES AND RESPONSIBILITIES:

- Collaborate with Directors to understand staffing needs, position requirements, and qualifications.
- Develop and implement innovative sourcing strategies to identify top-tier candidates through various channels, including job boards, social media, and industry networks.
- Review and screen applications, conduct initial phone screenings, and coordinate interviews with hiring managers.
- Manage the interview process, including scheduling, conducting interviews, and providing feedback to candidates and stakeholders.
- Maintain accurate and organized candidate records in the applicant tracking system (ATS) and other HR databases.
- Coordinate pre-employment checks, reference checks, and background verifications as required.
- Assist in developing and updating job descriptions and recruitment materials to accurately reflect the organization's values and expectations.
- Act as a brand ambassador, promoting the BVI Airports Authority's employer brand and fostering positive candidate experiences.
- Stay current with industry trends, recruitment best practices, and legal compliance to ensure fair and effective recruitment processes.

MINIMUM QUALIFICATIONS AND SKILLS:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience (6 years) in talent acquisition or recruitment, preferably in a fast-paced environment.
- Strong understanding of recruitment methods, techniques, and tools.
- Excellent communication and interpersonal skills, with the ability to engage with candidates and internal stakeholders.
- High Emotional Intelligence.
- Strong time management skills, with the ability to manage multiple recruitment processes simultaneously.
- Thorough knowledge of the BVI Labour Laws.
- High level of discretion and ethical standards, respecting the confidentiality of candidate information.
- Proficiency in Microsoft Office Suite and HRIS systems.
- Exceptional organisational skills with a keen attention to detail.

EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field required
- At least 5 years of recruitment or talent acquisition experience required.
- SHRM-CP or SHRM-SCP preferred.

Salary

Salary will be commensurate with qualifications, skills, and experience.

Interested persons are invited to submit an application form, cover letter, resume/CV, police report and other supporting documents to:-

The Director of Human Resources
BVI Airports Authority
P.O. Box 4416
Road Town, Tortola
British Virgin Islands
Email: humanresources@bviala.com

Deadline for submissions: October 11, 2023