



INTERNAL VACANCY ANNOUNCEMENT

Suitably qualified persons are invited to apply for the position of **OFFICE ASSISTANT** within the Finance and Administration Directorate.

ROLE

To provide administrative support to staff members of the Authority and efficient collection and delivery of internal and out-going mails to the Aviation Industry, Government and Public Offices.

REQUIRED QUALIFICATIONS

- Sound Secondary Education/ CXC Passes
- Should have a motorcycle to carry out duties.

SPECIALISED TECHNIQUES/SKILLS

- Sound organisational skills.
- A disciplined, systematic and methodical approach to carrying out each task.
- Ability to establish and maintain an organized work environment.
- Ability to work on own initiative with a minimum of supervision.
- Ability to communicate effectively, both orally and in writing

SPECIFIC KNOWLEDGE REQUIRED

- Must be trustworthy and able to carry out simple instructions/ administrative functions.

WORKING CONDITIONS

- Normal working environment.
- Required to lift and move items weighing up to approximately 50 pounds, including office equipment, furniture, and stationery.

WORKING HOURS

- Monday to Thursday 8:00 a.m. – 4:30 p.m.
- Friday 8:00 a.m. – 3:30 p.m.

(May be required to work outside of these days/hours when necessary to meet deadlines or when urgent and unexpected issues so demand).

Application deadline is **Wednesday, March 25, 2026**.

Please send Applications and CV to the Human Resources Manager via email hrm@gcaa-gy.org; vacancy@gcaa-gy.org

The code **OFFICE ASSISTANT** must appear in the subject line of the email.

NB: Only shortlisted applicants will be notified.