



POST OF TAXI DISPATCHER

The Board of the **Anguilla Air and Sea Ports Authority (AASPA)** wishes to inform the general public of a job vacancy within the AASPA.

Applications are invited from suitably qualified individuals to fill one (1) vacant post of **Taxi Dispatcher** at the Clayton J Lloyd International Airport/ Blowing Point Ferry Terminal.

Duties to include:

- Taxi dispatchers are responsible for coordinating the movement of taxi drivers.
- Greet passengers, answer questions/queries about hotels, routes, rates, and booking/taxi information
- Ensure that taxis are dispatched to collect passengers at the CJLIA and BPFT in an organized manner.
- Taxi dispatchers may also be responsible for handling customer service inquiries from passengers who need a taxi, but can't get one due to high demand.
- Communicate with taxi drivers to arrange for taxis to be dispatched immediately or at a specified time
- Train new dispatchers on the organization policies and procedures for dispatching taxis from the various ports as necessary
- Perform any of the related duties as required by the job function.

The incumbent must possess the following:

- Possess as a high school diploma and a minimum of at least three (3) C.S.E.C. or G.C.E. O'Level subjects, which must include English Language,
- Possess good interpersonal and communication skills with clear and demonstrable ability to use the English Language.
- The individual must be honest, reliable and must have strong interpersonal skills
- Attention to Detail
- Problem solving skills

All completed application forms must be submitted to:

The Human Resource Manager
Anguilla Air and Sea Ports Authority
Fairplay Commercial Complex
P.O. Box 1382
The Valley, Anguilla

The closing date for all applications is 15th December 2023 at 4:00pm