

INTERNAL VACANCY



LOCATION	-	Aviation Locations
APPLYING FOR	-	Check-In Coordinator (CIC) Program
REPORTING TO	-	Dependant on Location
HOURS OF WORK	-	Flexible
CLOSING DATE	-	Dependant on Location – contact us for further details

KEY TASK AREAS / RESPONSIBILITIES

- The CIC's are under the direct supervision of the Operational Management of the station.
- Responsible for the placement of personnel and coordination of activities for an operation.
- Ensures all activities are carried out and documented correctly according to Operational Procedures.
- Is the overall security authority for the assigned flight.
- Records work hours.
- Gives and participates in training.
- Confers with the Aviation Director and/or OM regarding clarification /updating / changing of Operational Procedures.
- Conduct performance evaluations of the SAs in their team as per station schedule.
- The CIC can delegate / share part of the above with other employees in coordination with the OM.
- Any other duties as delegated by their line manager

PERSON SPECIFICATION

Essential

- Excellent command of English both oral and written
- Good administration skills and organisational ability
- Flexibility and availability according to operational needs.
- Ability to work under pressure
- Experienced as a profiler (ICTS Profiling)
- Excellent attendance and punctuality record
- Excellent personal drill record
- Excellent disciplinary record
- Excellent attitude to work – 'Can-do attitude'
- Self confident and assertive character
- Excellent customer service record
- Excellent training/exam record
- Computer literate

Desirable

- Previous supervisory or management experience

PLEASE BE ADVISED THAT YOU ARE APPLYING TO JOIN THE CIC PROGRAM. ONLY ON SUCCESSFUL COMPLETION OF ALL MODULES WILL THE INDIVIDUAL BE OFFERED ANY AVAILABLE CIC ROLE. IN ORDER TO SUCCESSFULLY COMPLETE THE PROGRAM YOU WILL BE EXPECTED TO COMPLETE COMPETENCY EXAMINATIONS AND SELF STUDY MODULES IN YOUR OWN TIME. APPLICANTS SHOULD BE AWARE THAT A REFERENCE WILL BE SOUGHT FROM YOUR CURRENT STATION/CONTRACT MANAGER WHICH WILL INCLUDE, BUT NOT BE LIMITED TO, YOUR CURRENT PROFESSIONAL STANDARDS, GENERAL ATTITUDE, FLEXIBILITY, ABSENTEEISM, TIMEKEEPING AND CURRENT DISCIPLINARY STATUS. THIS INFORMATION WILL BE USED TO ASSESS SUITABILITY FOR INTERVIEW. WE RESERVE THE RIGHT TO AMEND THIS PROGRAM WITHOUT CONSULTATION AT ANY TIME.

This position may be subject to Client/Board approval.

All Positions are subject to a probationary period of 6 months.

Please Note: The probationary period can be extended should the candidate's performance not meet the required standard

Interested parties should send their CV with a covering letter to:

Caroline Atterton, Human Resources Department, ICTS (UK) Ltd., South Block, Tavistock House, Tavistock Square, London, WC1H 9LG
cic@icts.co.uk

Please note that this is for internal applicants only.

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER

ICTS (UK) Limited
Tavistock House, Tavistock Square, London, WC1H 9LG
Tel: +44 (0) 20 7874 7576 Fax: Tel: +44 (0) 20 7874 7599
Email: info@icts.co.uk Web: www.icts.co.uk