

VACANCY

LOCATION	-	Dublin Airport
POSITION	-	TSA Checkpoint Lead
REPORTING TO	-	Operations Managers
HOURS OF WORK	-	As required for proper performance of duties
RATE OF PAY	-	TBC
CLOSING DATE	-	Wednesday 29th March 2017

KEY TASK AREAS / RESPONSIBILITIES

- Ensure adequate manning of areas
- Ensure agents properly briefed on the days operation
- Ensure agents maintain procedures and standards as documented in TSA SOP
- Liaise with and maintain customer relations
- Delegate and monitor tasks
- Maintain disciplinary system
- Maintenance of Company procedures
- Carry out tasks as directed by Operations, Asst Station or Station Manager
- Administration duties, upkeep of files, etc.

PERSON SPECIFICATION

- Checkpoint x-ray qualified is beneficial however no essential as full training will be provided
- Excellent command of English both oral and written
- Good administration skills, including good computer skills
- Demonstrated ability to work under pressure and to prioritise tasks
- Flexibility and availability according to operational needs
- Good communication skills
- Ability to liaise with and meet client expectations
- Demonstrates loyalty to ICTS practices

We take our commitment to principles of fairness and mutual respect for people of all faiths and cultures seriously and we expect our employees to do so as well. We take firm action where any concerns are raised both internally and by our clients, customers and members of the public.

All applicants must have correct documentation enabling them to work here and also have a permanent NI number.

Internal candidates will be expected to show a good attendance/timekeeping record and also a good performance in their previous role(s).

**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 apply to:
Operations Managers, ICTS Dublin Airport on dub.ops@icts.ie**

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