



JOB DESCRIPTION

POSITION TITLE:	Car Park Operator/Cashier (On Contract)
JOB REFERENCE:	CPO/2023/2
REPORTS TO:	Car Park Supervisor
SECTION:	Car Park
DEPARTMENT:	Commercial

JOB SUMMARY

The job incumbent shall collect payments from Car Park users, issue payment receipts, perform reconciliation, and ensure the banking of payment transactions. He/She shall also ensure good running conditions of all equipment being used in the Car Park booths and proper handling of queries from customers.

PRINCIPAL ACCOUNTABILITIES

- To collect payments from Car Park users, issue payment receipts and keep records of parking tickets
- To operate the automatic gate barrier for the exit of Car Park users.
- To be accountable for the handling of petty cash and car park receipts which have not yet been banked
- To keep accounts of money collected for proper reconciliation with cash registers report.
- To bank Car Park receipts in absence of Car Park Supervisor and Car Park Officer.
- To issue monthly entry cards to airport operators.
- To ensure good running conditions of all equipment and report any failure of Car Park equipment in Cashiers booth, gate barriers/ dispensers to the Technical department.
- To keep records in an occurrence book for submission to Car Park Office/ Supervisor and perform replenishment of ticket dispenser.
- To perform any other cognate duties as may be assigned.

PERSON SPECIFICATION

Knowledge:

- A School Certificate or equivalent
- At least 1 year experience as Cashier

PERSON SPECIFICATION

- Computer literate

Skills:

- Must be a good team player with an impeccable honesty and integrity.
- Must maintain a high level of professional appearance and conduct.
- Must be a good listener.
- Must be able to pay attention to details.
- Good interpersonal skills

Attitude:

- Ability to work on shift and during odd hours.

OTHER INFORMATION**How to apply?**

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 26 April 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card
4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

Applications should be addressed to:

Human Resources Department
Airport Terminal Operations Ltd (ATOL)
Passenger Terminal Building
SSR International Airport
Plaine Magnien
Mauritius

Notes:

- Successful candidates will be employed on a contract basis for a period of one year.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment, successful candidates will be required to submit a certificate of character as per the Company Policy.
- Applicants should be Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

An Equal Opportunity Employer