



## VACANCY NOTICE

### Rostering/Scheduling Administrator

CTC-ARI Airports Ltd, part of the ARI group, the Company managing the Travel Retail & Duty-Free shop operations at both Larnaca and Paphos International Airports, invites applications for the recruitment of a Rostering/Scheduling Administrator, based at Larnaca International Airport.

#### Role

Administer and maintain the CTC-ARI e-rostering and Time & Attendance systems ensuring accuracy, functionality, and fulfillment of manpower requirements.

#### Key Responsibilities

- Support the e-rostering project team in the implementation and maintenance of scheduling functions across the organisation
- Administer and manage time & attendance, including absence management and yearly leave planning
- Prepare monthly reports on key time & attendance issues
- Generate, monitor and amend roster schedules for retail employees ensuring required shop coverage at all times
- Prepare retail manpower budgets for both airports
- Prepare and roll out staff deployment in line with business requirements and budget
- Be the direct point of contact for employees in relation to rostering issues
- Any other relevant duties that may be assigned by Management from time to time

#### Person Specification – Requirements of the Role

- Advanced IT literacy as successful candidate will be required to use the e-rostering system and excel software extensively
- Previous experience in rostering functions will be considered an advantage
- Excellent command of Greek and English language
- Excellent report writing and analytical skills
- High level communication skills, both written and verbal
- High level problems solving skills including conflict resolution
- Critical thinking and sound judgment
- Time management, organization skills and attention to detail

#### Applications

Candidates may apply in writing through [Careers \(cy duty free.com\)](https://careers.cy duty free.com) or by submitting an application letter, their Curriculum Vitae and supporting documents to [careers@ctcari.com](mailto:careers@ctcari.com). All applications will be treated in strict confidence and should reach us the latest by **17<sup>th</sup> May 2024**. For any further enquiries, please contact Mrs. Maria Andreou on 24-841497/24-841400.