



**GREATER ORLANDO AVIATION AUTHORITY  
EMPLOYMENT OPPORTUNITIES NOTICE  
AS OF MARCH 7, 2016**

**APPLICATION PROCEDURE:** The Human Resources office is open to the public Monday – Friday from 8:00 a.m. – 5:00 p.m. Applications and resumes are accepted if delivered by 5:00 p.m. or postmarked no later than midnight on the closing date of the vacancy. Applicants must submit a completed employment application to:

Greater Orlando Aviation Authority  
Human Resources Department  
5855 Cargo Road  
Orlando, FL 32827-4399

A separate application must be submitted for each vacancy. Applications are accepted for posted vacant positions only.

**TESTING:** In accordance with the minimum requirements for the position, testing may be required. Persons with a disability requiring reasonable accommodation should contact the Human Resources Department at 407-825-2625.

**VETERAN PREFERENCE:** Applicants applying for Veteran's Preference must complete the Greater Orlando Aviation Authority Veteran Form and submit the DD214 form with the application prior to the closing date of the position.

**INTERVIEW PROCESS:** Applicants who meet the minimum qualifications of the position will be considered for interview. Screening of minimum qualifications will consist of reviewing education, training and experience.

**EMPLOYMENT ELIGIBILITY:** Applicants selected for employment will be required to successfully pass a pre-employment physical examination, which includes drug screening, background check and security badge process. As a condition of employment, all new employees are required to provide documented proof of their identity and employment eligibility.

Greater Orlando Aviation Authority Employees who wish to apply for posted positions must complete a Vacancy Interview Form, attach all required documentation, licenses, etc. and submit to Human Resources by 5:00 pm on the closing date to be considered. Employee's personnel files will not be reviewed to determine qualifications.

The Greater Orlando Aviation Authority is currently hiring for the following positions:

<u><b>JOB TITLE</b></u>	<u><b>DEPARTMENT</b></u>	<u><b>CLOSING DATE</b></u>
Administrative Assistant	Concessions & Properties	Open Until 03/18/2016
Administrative Assistant	Finance	Open Until 03/11/2016
AOC Coordinator	Terminal Operations – Airline Division	Open Until 03/11/2016
Financial Analyst - Payroll	Finance	Open Until 03/11/2016
Senior Information Technology Auditor	Internal Audit	Open Until 03/11/2016

Please visit our website at [www.orlandoairports.net](http://www.orlandoairports.net) for detailed information regarding the employment opportunities.

**EQUAL OPPORTUNITY EMPLOYER**

**\*\*Human Resources Dept. is located in the GOAA Annex Bldg. at 5855 Cargo Road, Orlando, FL 32827. Please visit our website for further details.\*\***

GOAA EMPLOYMENT OPPORTUNITIES

[www.orlandoairports.net](http://www.orlandoairports.net)

Email/resumes: [resumes@goaa.org](mailto:resumes@goaa.org)

Job Line: (407) 825-2253

Fax: (407) 825-2099

TDD: (407) 825-4800