



## **Human Resource/Administration Officer**

Broome International Airport is currently seeking a friendly and vibrant individual to fill the permanent position of Human Resource/Administration Officer.

### **Key Duties**

- Maintain and update HR records, HR system (HumanForce), policies and procedures
  - Assist with payroll
  - Onboard all new BIA Group staff
- Make continuous improvements to the HR function
  - Provide assistance to the CEO
- Provide administration support to all departments

### **Skills & Attributes**

- Sound understanding of HR processes and procedures
  - Excellent computer skills (Word, Excel, Outlook)
- Honest and reliable with a pleasant and friendly disposition
  - Excellent written & verbal communication skills
  - Good level of customer service skills
  - Attention to detail

Broome International Airport is an Equal Opportunity Employer and encourages applications from diverse cultural backgrounds.

Interested applicants please download an Application for Employment Form from our website [www.broomeair.com.au](http://www.broomeair.com.au) and submit along with your Resume and Cover Letter to

[admin@broomeair.com.au](mailto:admin@broomeair.com.au)