



Receptionist

About the Organisation

Broome International Airport (BIA) is a regional airport that hosts the gateway to Australia's spectacular Kimberley region in north Western Australia. Being a privately owned commercial airport, BIA has a strategic vision for sustainable growth along with a strong focus around major facility upgrades to support Broome (and surrounding areas), tourists, corporate and oil and gas industry travellers for optimised travelling experiences.

BIA is uniquely situated in the heart of Broome where the adventurous town is home to the picturesque and famous Cable Beach. The tropical retreats within boast a history rich in pearling and multiculturalism where its friendly locals share laidback lifestyles and proudly host many magical attractions.

About the position

BIA is excited to share a rare and extraordinary opportunity for an experienced **Receptionist** to join their high performing and close-knit team in a full time, ongoing basis.

Reporting to the HR/ Executive Coordinator, the Receptionist is responsible for providing a warm and welcoming first impression to all visitors at BIA. This includes greeting clients, internal employees, and external contractors, and directing them to the appropriate person or department. The Receptionist is also responsible for answering phones, taking messages, scheduling appointments and other general administrative duties.

About the person we seek

Being the first point of contact for all visitors, you will have excellent communication and interpersonal skills along with strong organisational and time management skills to be able to prioritise your tasks and work efficiently. You will also be able to work independently and enjoy being part of a close knit, friendly team.

As the successful applicant, you will have prior experience in customer service with strong computer skills and proficient in Microsoft Office suits. You will also have a current C Class manual driver's licence with an ability to obtain Aviation Security Identification Card (ASIC) checks and comply with BIA Drug and Alcohol Management Plan (DAMP).

About the benefits we offer

As an employer of choice, BIA promotes a culture focused on its people and encourages ongoing professional development and training needs. A competitive remuneration package along with ongoing health and wellness initiatives, Employee Assistance Program (EAP), discounted rates on airport retail and resort accommodation, flight tax reimbursements and superannuation salary sacrificing are also on offer.

How to apply

Interested applicants are encouraged to apply by submitting a Cover Letter, Current Resume and completed **Application for Employment** form which can be download on our website: www.broomeair.com.au/careers-bia where a copy of the Position Description can also be found.

*** Pls note, applications received without completed Application of Employment form may be excluded from further recruitment processes.*

**** This vacancy will remain open until a suitable candidate is found so apply today! Only shortlisted applicants will be contacted for an interview and BIA would like to take this opportunity to extend its gratitude to all applicants for considering us as a potential employer.*

For further information please contact HR/ Executive Coordinator, Annette on 08 9194 0604 or email: annetted@broomeair.com.au

Broome International Airport is committed to equal employment opportunities, embraces diversity, and encourages applicants from all different backgrounds to apply.