



Administration Assistant

Permanent Part-time - 4 Days

Broome International Airport is currently seeking a friendly and vibrant individual to fill the permanent position of Administration Assistant on a part-time basis. The applicant must be flexible with their hours, as at times may be required to work full-time during periods of staff leave.

We are looking for the right person who will fit our friendly customer focused team as well as someone with the following:

- Ability to multi task
- Excellent computer skills (Word, Excel, Outlook)
- Previous experience with Minute taking
- 'Can do' attitude
- Initiative and intuition
- Attention to detail
- Confidence and presence dealing with people

For any further information
 please contact Olivia on 9194 0604
 Visit our website www.broomeair.com.au
 to find out how to apply for this position.

Applications close: Thursday, 23rd November, 2017