

## Property Administrator– Broome International Airport (BIA)

Broome International Airport is the aviation base to one of Australia's most iconic tourist destinations.

### Company Overview:

The local and privately-owned airport at Broome has a long community connection with the town and as one of the major infrastructure providers in the region, is working hard to revitalise the local regional economy.

The Broome International Airport requires Properties Administrator to join the Commercial and Administrative team.

### As Property Administrator you will be responsible for:

- Managing the BIA portfolio of leased assets
- Administer the delivery of property maintenance on all BIA assets
- Co-ordinate all key lease and licence agreement requirements
- Facilitate property/site inspections
- Act as the first point of contact for all leasing or property related enquiries
- Effectively co-ordinate works and supervise, where required, to ensure quality workmanship and adherence to budgets
- Administrative support.

### The requirements for the Property Administrator are:

- Relevant property management qualifications are desired but not essential
- 2-5+ years experience in a property or administrative environment
- Strong customer service focus and passion to deliver quality outcomes
- Demonstrated ability to engage with and build relationships with third party contractors
- Proven ability to show initiative and work autonomously
- Experience working in the aviation industry is highly desired
- Effective communications skills and sub-contractor management
- Sound knowledge of Microsoft Office applications

### Job benefits:

- Competitive salary
- Mobile telephone and iPad
- Salary sacrifice options

Interested applicants please contact apply now

Your application will be treated as strictly confidential.