

## Vacancy Notice

The British Virgin Islands Airports Authority "the Authority is a government owned statutory organization which owns and operates all airports in the British Virgin Islands is seeking qualified applicants to fill the role of **Human Resources Assistant**.

**Summary:** The HR Assistant is a crucial support role within the Department of Human Resources at the BVI Airports Authority. This position plays an essential part in ensuring the smooth execution of various HR functions, contributing to the overall effectiveness of the department and the organization. The HR Assistant will be responsible for a wide range of administrative tasks, record-keeping, and providing exceptional service to employees.

### DUTIES AND RESPONSIBILITIES:

- Assist with the day-to-day administrative tasks of the Department of Human Resources.
- Assist in maintaining accurate and up-to-date employee records, including personal information, benefits, attendance, and performance.
- Support the recruitment process by posting job openings, scheduling interviews, and coordinating candidate communications.
- Assist in new employee onboarding, including preparing welcome packages, facilitating orientations, and ensuring all necessary paperwork is completed.
- Process HR-related documents, such as employment verification, contracts, and internal memos.
- Respond to employee inquiries and provide basic information about HR policies, procedures, and benefits.
- Assist in benefits administration, including enrollment, changes, and communication with external vendors.
- Help coordinate training and development initiatives, including scheduling workshops, tracking attendance, and maintaining training records.
- Collaborate with the HR team on projects related to employee engagement, performance management, and culture enhancement.
- Support HR reporting by collecting and organizing data for various HR metrics and analytics.
- Maintain confidentiality and integrity in handling sensitive employee information.
- Assist with the planning of special events.

### MINIMUM QUALIFICATIONS AND SKILLS:

- Associate's degree in Human Resources, Business Administration, or a related field (Bachelor's degree preferred).
- Prior experience (5 years) in an administrative role, with exposure to HR functions.
- Proficiency in Microsoft Office Suite and HRIS (Human Resources Information Systems).
- Excellent organizational skills, meticulous attention to detail and the ability to manage multiple tasks simultaneously.
- Strong written and verbal communication skills, with a customer-service mindset.
- Basic understanding of HR policies, procedures, and BVI Labour laws.
- Ability to work effectively both independently and collaboratively in a team environment.
- Discretion and professionalism in handling sensitive information.
- Strong problem-solving skills and a proactive attitude.
- Willingness to learn and adapt in a dynamic HR environment.

### EDUCATION & EXPERIENCE

- Minimum - Associate's degree in Human Resources, Business Administration, or related field (Bachelor's degree preferred).
- 5 years of experience in administrative or HR support roles.

### Salary

Salary will be commensurate with qualifications, skills, and experience.

**Interested persons are invited to submit an application form, cover letter, resume/CV, police report and other supporting documents to:-**

The Director of Human Resources  
BVI Airports Authority  
P.O. Box 4416  
Road Town, Tortola  
British Virgin Islands  
Email: [humanresources@bviala.com](mailto:humanresources@bviala.com)

**Deadline for submissions: October 11, 2023**