

We are hiring
Join our team!

HR Administrative Officer m/f

PJIAE N.V. (Princess Juliana International Airport) is seeking a highly skilled and motivated HR Administrative Officer to join our dynamic team. As a leading international airport, we strive for excellence in customer service, operational efficiency, and employee satisfaction. This is an excellent opportunity to contribute to the success of one of the Caribbean's premier airports.

KEY RESPONSIBILITIES

- Provide comprehensive administrative support to the HR department.
- Assist in the recruitment and selection process, including posting job vacancies, screening resumes, and conducting initial interviews.
- Maintain employee files and ensure accurate and up-to-date documentation.
- Handle employee onboarding and orientation processes.
- Coordinate and schedule employee training programs, workshops, and seminars.
- Prepare HR reports and presentations as required.
- Prepare HR-related documents, such as employment contracts, offer letters, and performance evaluations.
- Support HR initiatives and projects, such as employee engagement programs and performance management systems.
- Respond to employee inquiries and provide guidance on HR policies and procedures.

MINIMUM REQUIREMENTS

- Minimum of a Bachelor's degree in Human Resources or a related field.
- At least 3 years of experience in an HR administrative role.
- Strong knowledge of HR practices and employment regulations.
- Excellent verbal and written communication skills in English.
- Proficient in using HRIS software and MS Office Suite.
- Detail-oriented with exceptional organizational and multitasking abilities.
- High integrity, demonstrated ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal skills and the ability to work effectively in a team-oriented environment.
- Proactive, self-motivated, and able to prioritize workload effectively.

We offer competitive compensation and benefits packages, as well as opportunities for professional growth and development. If you are a dedicated HR professional with a passion for excellence, we want to hear from you.

Join our team and contribute to the success of PJIAE, where every day brings new challenges and opportunities.

HOW TO APPLY?

To apply, please send your resume and a cover letter highlighting your relevant experience and qualifications to career@sxmairport.com before **June 3, 2023**.

NEED MORE INFORMATION?

Contact the HR department at +1721 520 2888

