Key responsibilities of positions under the Day Worker Deployment List

HUMAN RESOURCES DEPARTMENT

Human Resources Officer

Process workforce related correspondences. Maintain and implement HRIS leave management processes, as required. Provide workforce with assistance and advice on rates of pay and other benefits. Maintain and implement departmental records management. Direct and/or assist external and internal visitors when they visit the office. Assist HR Admin Officer prepare for meetings. Support department student attachments. Conduct induction awareness promoting workplace safety and teamwork. Guide workforce queries relating to completion of forms and ESS. Assist with tasks relating to workforce performance management. Facilitate required functions and documentation for workplace accidents and external reporting. Organize workforce counselling as required. Support the organization and coordination of corporate people activities. Facilitate tasks relating to workforce medical requirements. Perform all HR functions relating to Payroll. Process required entries and updating of records into the HRIS. Compile report for OHS statistics for OHS board update. Assist the officer responsible for recruitment related matters, when required. Assist the officer responsible for training related matters, when required. Verifications of employee records on HR system and maintaining required records on file. Attend to the Auditors, as required. Assist with departmental reports and budgets. Analyze HR related data and prepare HR related reports as required. Execute tasks according to documented procedures and amend these procedures for improvement, as required. Any other duties as assigned by the department manager.

HR & Admin Officer

Coordinate the department manager's schedule, correspondence, and record keeping as required. Coordinate the collation & presentation of the periodic department reports. Liaise with other departments on behalf of the department manager. Liaise with employees in the first instance on behalf of the department manager. Liaise regularly with key external stakeholders, as required, on behalf of the department manager. Monitor and coordinate department budget and internal orders. Coordinate departmental activities, meetings and initiatives. Maintain departmental meeting records. Provide administrative support to team mates, as required by the department manager. Support the organization and coordination of corporate people activities. Assist in Workplace Relations matters, including LMCC secretariat. Execute tasks according to documented procedures and amend these procedures for improvement, as required. Carry the duties of a Human Resource Officer, when required. Carry out any other duties as assigned by the department manager.

Technical Services Department

Maintenance Mechanic
Engage in the servicing, maintenance of company vehicles and aircraft ground support equipment. Repair and overhaul of equipment components. Weld, panel beat and undertake other associated functions.

Property Maintenance Technician (Plumber)

Maintain, repair, fabricate and renovate company buildings, facilities and equipment under the supervision of the Property Officer and maintenance team. Assist the Property Officer and team in planning and implementation of minor contracts, as required. Assist in the general administration of the Property section and ensure all documentation related to the work carried out is completed. Ensure correct work procedures and safe practices are followed. Carry out scheduled maintenance, checks and repairs on all plumbing related matters, servicing of the steam boilers gas and diesel, repair and maintenance on the Cargo transporter vehicle hydraulic scissors lift and any other related duties as assigned by PO. Any other related tasks assigned by Property Officer.

Licensed Aircraft Maintenance Engineer

Employee who holds a current license and/or approval in any of the following categories - engines, airframes, electrical, instrument, extension and radio installations appropriate to an aircraft type operated or maintained by the Company at the station at which he/she is engaged. Engaged to undertake, supervise and certify the maintenance, repair or overhaul of any one or more of the components, systems, items of equipment and associated equipment in the above categories. Required to maintain ground electrical power units and ground air supply units and in contingency situations may carry out essential maintenance and rectification of ground support equipment to ensure on schedule aircraft departure. Processes associated aircraft documentation and carries out related clerical duties.