



PEOPLE & CULTURE OFFICER (EMPLOYEE ENGAGEMENT). TAGUIG, PHILIPPINES (THE)

Avia Solution Group (ASG) Global Services Philippines is looking for a **People & Culture Officer** to support **Skytrans**, a fully owned subsidiary of ASG in Australia.

Reporting to Skytrans, this role will be based in the ASG Global Services Philippines office in BGC, Taguig City, working in a hybrid setup, aligned with the Oceania time zone.

A trusted regional airline with over 30 years of experience connecting some of the most remote communities in the country, **Skytrans** is an established operator in the aviation industry in Australia. They currently operate a fleet of Jet and Turbo prop aircraft.

The parent company, Avia Solutions Group, is the leading aviation business group, operating across all continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, and Australia. Backed by 14 000 highly skilled aviation professionals, the group is the largest global ACMI provider, operating a fleet of more than 220 aircraft. The group also provides various aviation services such as MRO (Maintenance, Repair, and Overhaul), pilots and crew training, ground handling, and other interconnected solutions.

Role Overview:

As a **People & Culture Officer**, you will ensure smooth HR operations, handling employee records, compliance, onboarding, and exit processes. You will also support internal teams, coordinate documentation, and foster a structured, compliant workplace. Strong communication and attention to detail are essential.

Key Responsibilities:

- Manage employee records and oversee uniforms, invoices, and asset registers.
- Assist with onboarding and employee exits by coordinating necessary paperwork and ensuring all relevant teams (Payroll, Safety & Quality, Operations) are informed and involved in the process.
- Maintain and update documentation, including employment confirmations, jury letters, and regulatory paperwork.
- Track staff variations and terminations, ensuring timely approvals and communication.
- Interpret and ensure compliance with the Fair Work Act, Modern Awards, and best HR practices.
- Conduct reference checks for applicants and respond to inquiries via the P&C email inbox.

What we are looking for:

- Bachelor's degree in Human Resources, Management, or a related field.
- Having 3-5 years of experience in a similar HR or administrative role.
- Strong understanding of employment laws and industry regulations, ensuring compliance in HR practices and decision-making.
- Excellent organizational and communication skills, with the ability to manage multiple HR processes

efficiently. Proactive approach to maintaining compliance and best practices within HR operations.

The Benefits of being part of our Team:

- Work in a vibrant international and ever-growing business aviation environment.
- Learn and grow professionally in an exciting global industry.
- Join an exclusive and dynamic team where your insights are valued, and innovation drives success.
- Benefit from a flexible work environment and comprehensive perks that support your personal and professional well-being.
- Receive competitive compensation and recognition for your contributions to the team.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.