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# Example of Airport Manager Job Description

Our company is growing rapidly and is looking to fill the role of airport manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for airport manager

* Support the airport deal process from relationship building and due diligence, to post-contract signing integration, and throughout the entire course of our operational relationship
* Track, analyze, and communicate key metrics to internal and external stakeholders, and negotiate and execute new growth and optimization initiatives
* Create scalable and strategic programs for sourcing, onboarding, and developing airport relationships
* Prepares Request for Proposal (RFP) and lease documents
* Answers inquiries from the general public and interested parties with regard to the leasing and rental of Airport properties
* Trains, assigns work to, and checks work of two (2) or more Crewmembers
* Manage scheduled, off-scheduled and charter flight operations and meet performance goals
* Act as liaison between the Company and various organizations
* Evaluate, identify and recommend process improvement changes for a dynamic operational environment
* Oversee, monitor and control budget and manage overall financial administration

## Qualifications for airport manager

* Experience/knowledge related to purchasing or sales (airports related experience is a plus)
* A self-motivated individual with demonstrated capacity for ownership and responsibility
* Ability to work independently with strong drive towards exceeding the set goals
* Education requirements – Bachelor’s degree from a four-year college or university, preferably in business, economics, or finance
* Work Experience – Previous aviation industry experience preferred
* 2 – 5 years prior experience as General Manager or other hotel management role is required