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# Example of Airport Representative Job Description

Our company is looking to fill the role of airport representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for airport representative

* Implement security measures required for the designated threat level, as specified in the Airport Security Program or Transportation Security Administration Security Directives
* Conduct investigations of security related incidents at the airport
* Provide counseling to airport employees on security policies and procedures as needed
* Provide customer service assistance to the airport community stakeholders to ensure a safe and secure environment
* Prepare written incident and statistical data reports or other security related reports for management and executive level personnel
* Participate in meetings or planning sessions for airport projects as assigned
* Communicate effectively with department personnel and the general public
* Conduct Security Assessments as necessary in the pursuit of identifying security vulnerabilities and developing mitigation strategies for the identified vulnerabilities
* Assist various federal, state and local agencies with emergency incident response and management
* Take incoming calls and respond appropriately to all inquiries direct incoming calls when necessary

## Qualifications for airport representative

* Must have at least 1 year of prior customer service, retail, or administrative support experience
* Must have strong time-management/organizational skills and strong attention to detail
* Intermediate experience with Microsoft Word, Outlook, and Excel is required
* Must be willing to accept a starting salary of $10/hour
* Must be willing to accept rate of pay $10.20 per hour (non-negotiable)
* Apart from religious observations must be available to work weekends, holidays, evenings