



# Example of Airport Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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)

- 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