



Example of Airport Operations Manager Job Description

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Our innovative and growing company is hiring for an airport operations manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for airport operations manager

- Serves as a project manager for various HR-related and cross functional projects, including development and implementation of company-wide people programs, ensuring that change management best practices are applied
- Communicates HR initiatives and serves as a liaison between partner group and HR functional areas regarding service delivery
- Consults with managers to ensure that all intended results of performance management are maximized to create, recognize, and maintain a high performance culture and to manage non-performers
- Teams with division leaders to drive increased participation with the employee engagement survey
- Assists with other HR support as needed, such as compensation and job analysis, recruiting, and employee relations
- Partners with the centralized HR investigation team and provides consulting services
- Leads, develops and engages a team of business partners to drive high performance
- Partners with other HR leaders and the rest of the Alaska Air Group (AAG) HR community to foster engagement, create a great place to work, and provide a hassle-free and world-class experience to internal clients, employees, candidates and other stakeholders

Qualifications for airport operations manager

- You poses planning and organizational skills necessary to prioritize, assign, and coordinate workload of assigned area and employees within a multiple project setting
- You have strong leadership skills necessary to make decisions with sound judgment, train and mentor employees for improved performance, coordinate activities of multiple departments, and guide day-to-day operations successfully
- Generalist background with broad knowledge of Employee Relations, Labor Relations, Training, Conflict Resolution and Investigations experience
- Familiarity with Company policies and guidelines, knowledge of the IAM CBA preferred
- Strong knowledge of FMLA, EEO laws, ADA and other employment related State and Federal laws & regulations
- Ability to make rational, realistic decisions using good reasoning and sound judgment