



Example of Airport Representative Job Description

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Our company is looking for an airport representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for airport representative

- Develops implements and maintains audit programs to meet all quality measures and define performance trends
- Responsible for analyzing vendor performance trends in assigned regions, conducting root cause analysis and partnering with the station and supplier to develop action plans designed to drive performance metrics
- Provides consultation to station leadership in the escalation of vendor performance issues and initiates corporate action planning and resolution processes for defined service level failures
- Participates in the refinement of audit programs for all airport lines of service including Cabin Appearance, Cargo, Fueling, Customer Service, Lobby, Ramp, Unaccompanied Minor, Wheelchair, and Security & Skycap
- Assist customers with reservations, rate quotes, customer concerns, lost and found, and answer general questions
- Assist with callback management, account receivables, rental agreement completion, and miscellaneous tasks
- Assist the department to retrieve, print, copy, distribute, file and ensure proper retention of reports and departmental paperwork
- Act on behalf of the Aviation Security Representative, Senior or Aviation Security Manager in the absence of same
- Conduct, confirm and/or oversee daily security inspections to ensure Airport Security Program compliance
- Assist in the administration of the Airport Gate Guard Services contract

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- Experience working with Service Providers preferred
 - Must be available for a part time commitment of 20-5 hours/week
 - Apart from religious observations, candidates must be able to work 40 hours per week
 - Reps will help promote Dell by working with campus bookstores, and networking to attend campus events (like orientations, tech events, career fairs)
 - Reps will be responsible for increasing Dell's sales and perception on campus, building relationships in your area by utilizing your creativity, swag, and your knowledge of social media
 - Reps should have engaging personalities and enjoy meeting new people