



# Example of Airport Representative Job Description

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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

- 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