

Tirana International Airport SHPK (TIA) is seeking to hire a

RETAIL SPECIALIST

who will report to the Director of Marketing and Commercial Department of the company.

Main tasks and responsibilities of the position:

(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

- Responsible for maintaining and developing existing and new project partners, and marketing to all potential customers for attaining their requests
- Market to all potential tenants for attaining their requests, market evaluation and research for new tenants for bars and restaurants
- Perform market research for F&B
- Administer F&B contracts
- Responsible for handling administrative issues for F&B clients, and assisting them on infrastructure and utility claims by coordinating with company maintenance subcontractor. Administer IT&T service contracts for assigned clients
- Prepare correspondence/memos/new proposals related to F&B clients
- Prepare summary reports and reconcile with Finance Division at the end of the month for invoicing purposes
- Perform random checks for F&B to assure that clients comply with the contracts
- Prepare presentations, informative materials, and other reports as requested

Requirements of the position:

- University Degree from Economic University
- Knowledge of marketing and advertising
- At least one years of related experience
- Relationship management and negotiation skills
- Strong verbal and written communication skills
- Ability to work effectively as part of a team
- Ability to perform research and suggest creative solutions
- Ability to organize and present information effectively
- Ability to organize, coordinate, prioritize work and meet deadlines
- Fluent in English language
- Analytical and numerical skills

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in the following website: www.tirana-airport.com, and submit it together with a recent CV to the following address: jobs@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Closing date for application is **November 17th 2021**

Human Resources Department will contact only candidates selected from the documentation screening.