

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

### **COMMERCIAL MANAGER**

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)*

- Plan, develop and implement TIA Commercial & Retail strategy (including management and marketing of the commercial/retail/F&B/Car Rental facilities of the airport, property development, etc).
- Maintain and develop existing and new projects partners by finding other streams of revenue and responsible for marketing to all potential customers for attaining their requests.
- Plan, support and carry out market evaluation and research for new products, and new commercial/retail/rent costumers.
- Responsible to optimize all the retail services in terms of revenue and space.
- Supports on managing administrative issues for commercial and retail (F&B,ticket counter,car rental) clients and assisting them on infrastructure and utility claims.
- Supports on managing commercial&retail (advertising/ptomotional) contracts.
- Supports on preparing correspondence/memos/new proposals related to commercial & retail (rent clients, F&B, ticket counter and car rental clients).
- Monitor measure and report on Commercial and Retail issues, opportunities and development plans and achievements within agreed formats and timescales.
- Responsible for marketing to all potential tenants for attaining their requests, market evaluation and research for new shops when substituting the actual tenants or in case of extension of retail and F&B area

#### **Requirements of the position:**

- Minimum Bachelor Degree in Business Management (Marketing Profile) , preferably Master Degree.
- At least 4 years of work experience in related responsibilities.
- High customer service orientation,business insights.
- Excellent knowledge of principles of marketing and advertising cost-effectiveness.
- Adept at Microsoft Office software.
- Relationship management and negotiation skills.
- Ability to organize, coordinate, prioritize work and meet deadlines.
- Adept at Microsoft Office software
- Excellent written and verbal communications skills in Albanian and English languages.
- Ability to manage simultaneous projects with strong attention to detail.
- Ability to organize, coordinate, prioritize work and meet deadlines.
- Ability to perform research and suggest creative solutions.
- Ability to organize and present information effectively.
- Committed to providing a high standard of service and continuous improvement.
- Strong verbal and written communication skills.
- Credible, confident and diplomatic.

- Honest, reliable and with integrity.

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](http://www.tirana-airport.com), and submit it together with a recent CV to the following address: [jobs@tirana-airport.com](mailto:jobs@tirana-airport.com), or to the reception of the Administration Building (Rinas).

Closing date for application is **8 November 2022**

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