



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

Commercial Logistic Specialist

who will report to the **Commercial Director** of the company.

Position Purpose:

Commercial Logistic Specialist is responsible for overseeing and optimizing all parking and taxi operations at the airport. This includes managing parking facilities, coordinating taxi services, ensuring compliance with contractual agreements, and enhancing revenue opportunities while maintaining a high level of customer service.

Main tasks and responsibilities of the position:

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

Parking Management

- Oversee daily operations of all airport parking areas, ensuring cleanliness, accessibility, and proper maintenance.
- Monitor parking system performance, occupancy rates, and revenue, proposing improvements where needed.
- Handle parking rule enforcement and manage customer complaints.

Taxi Services Coordination

- Manage contracts with parking and taxi service providers, ensuring compliance.
- Support pricing strategies and revenue tracking.
- Coordinate invoicing, collections, and financial reporting.

Financial and Contractual Oversight

- Support the development and implementation of pricing strategies for parking and taxi services.
- Manage contracts with parking service providers and taxi operators, ensuring compliance with agreed-upon terms.
- Assist in negotiating and renewing agreements with external parking operators, shuttle services, and taxi companies.
- Work with the Commercial team and Finance team to ensure proper invoicing, collections, and reporting of parking and taxi revenues.

Car Rental Operations

- Oversee relationships with car rental operators, ensuring contract adherence.
- Monitor service performance and optimize space utilization.
- Assist in contract negotiations and revenue tracking.

Additional Transportation Services

- Develop and oversee shuttle, carpool, and alternative transport programs.
- Collaborate with providers to enhance airport connectivity.
- Support digital platforms for transport booking and management.

Customer Service and Improvement Initiatives

- Analyze customer feedback to improve parking and taxi services.
- Enhance passenger convenience with digital payment options and loyalty programs.
- Promote parking offers and discounts with the Marketing team.



Requirements of the position:

- At least **2 years of experience** in parking management, transportation, car rental operations, or commercial services.
- **Bachelor's degree** in Business Administration, Transportation Management, Hospitality, or a related field; or, University Degree from Economic University.
- **Intermediate level of English language.**
- Strong **problem-solving skills** to address and resolve operational issues promptly.
- Additional qualifications in **logistics, transportation, or related fields** (preferred).
- Ability to collaborate effectively as part of a **team**.
- Experience in handling **confidential information** and ensuring security protocols are followed.
- Ability to work in **high-pressure environments** and respond to emergencies with composure.
- Very good **communication and interpersonal skills**.
- Committed to providing a **high standard of service**.
- Honest, **reliable**, and with **integrity**.

Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in <https://www.tirana-airport.com/media/documents/170611138865b1319c7d8a8.pdf> , and submit it via email to human-resources@tirana-airport.com with:

- **Subject:** [Name Surname] – Commercial Logistic Specialist
- **Attachments:** Application Form + CV (PDF/Word)

Application Deadline: February 20th, 2025

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