

## INTERNAL VACANCY ANNOUNCEMENT



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

### **Cashier of Ticketing Office**

who will report to the ***Ticketing Manager*** 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)*

- Process and record ticket sales transactions, refunds, and exchanges accurately.
- Handle cash, credit card, and digital payments, ensuring proper financial procedures.
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- Handle cash, credit card, and digital payments, ensuring proper financial procedures.
- Perform daily cash reconciliation, ensuring all transactions balance correctly.
- Prepare and submit daily financial reports to the Finance Department.
- Verify and document revenue collected from ticket sales and other services.
- Monitor discrepancies, report financial irregularities, and support audits.
- Ensure compliance with airport financial regulations and company policies.
- Assist in budget tracking and cash flow monitoring for the ticketing office.
- Coordinate with the Finance and Ticketing teams to optimize payment processes.
- Maintain confidentiality and security of financial transactions and records.

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

- Bachelor's degree or diploma in Finance, Accounting, Business Administration, or a related field.
- Previous experience as a cashier, finance assistant, or in a similar role (airport or travel industry experience is a plus).
- Proficiency in MS Excel and financial software; experience with ticketing systems is an advantage.
- Strong knowledge of cash handling, reconciliation, and financial reporting.
- Very good communication and interpersonal skills
- Intermediate level of English language
- Ability to work under stress and respond to emergencies
- Committed to providing a high standard of service
- Ability to plan, perform, document and report on audits;
- Honest, reliable and with integrity

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### 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](mailto:human-resources@tirana-airport.com) with:

- **Subject:** [Name Surname] – Cashier of Ticketing Office
- **Attachments:** Application Form + CV (PDF/Word)

**Application Deadline: March 7<sup>th</sup>, 2025**

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