

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

Quality and Administrative Specialist

who will report to the **Quality & Compliance Manager** of the company.

Position Purpose:

The role of the Quality and Administrative Specialist is to perform administrative tasks in accordance with established responsibilities in TIA Manuals and Procedures, specifically on uniform administration and distribution.

The role ensures compliance with integrated management system requirements, national and international standards and regulations, implementation and improvement of an internal quality program and quality management activities.

Main tasks and responsibilities of the position:

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

- Responsible for Uniform & PPE administration and distribution and for coordination with all departments and staff on administration, delivery and distribution of uniforms and PPEs. Keep and maintain all related records.
- Assist respective department, HR and Procurement departments on ordering process of uniforms and PPEs
- Administer the distribution, storage and inventory of uniforms and PPEs, including delivery and re-usage of uniform' items
- Maintain effective reporting and database related to the administrative functions and quality system.
- Responsible to maintain, improve and provide support actions and quality information to Management and employees for the implementation of Quality Management System
- Responsible for monitoring quality and performance standards with the aim to provide an independent assessment of their compliance status
- Assist on follow up activities and effectiveness of proposed corrective/preventive actions by responsible departments/structures or TIA contractors/suppliers.
- Responsible to gather, review and analyze the data from TIA business units and draft periodical reports
- Active support in the review process of relevant policies, procedures, manuals, SOPs, and other TIA documents in relation to airport processes and other administration documents.
- Responsible for implementation of trainings/workshops as per identified needs in respect of quality and performance aspects.
- Responsible to perform the assigned tasks as per departmental goals and objectives.



Requirements of the position:

- Bachelor degree preferred
- Periodical awareness trainings
- At least 2 years of experience in related job responsibilities
- At least 1 working year experience in quality management related responsibilities
- Upper intermediate level of English language
- Accurate and skilled at inspecting
- Strong analytical skills
- Strong verbal and written communication skills
- Ability to prepare effective written documents and quality reports
- Ability to organize, coordinate, prioritize works
- Very good communication and interpersonal skills, such as integrity, diplomacy, adaptability, and to maintain confidentiality
- Adept at Microsoft office software
- Committed to providing a high standard of service and continuous improvement
- 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 [Tirana International Airport](#) , and submit it via email to human-resources@tirana-airport.com with:

- **Subject:** [Name Surname] – Quality and Administrative Specialist
- **Attachments:** Internal Application Form + CV (PDF/Word)

Application Deadline: July 25,2025

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