

JOB DESCRIPTION – COMMERCIAL OFFICER

RESPONSIBILITIES OF THIS POSITION

DETAILS

The Position:

An organised and professional individual to assist the Commercial Manager with the commercial processes of the airport across a broad range of operations.

Required Skills:

- Advanced computer skills (Microsoft Office suite);
- Sound analytical and problem solving skills, including a high level of attention to detail;
- Highly developed organisational and time management expertise;
- Exceptional customer service
- Well developed verbal and written communications skills to effectively liaise and communicate with all stakeholders;
- Ability to understand and interpret legal documentation and relevant legislation;
- Tertiary qualification in Commerce or equivalent.

Key Responsibilities:

- Provide support to the Commercial Manager across all commercial functions;
- Assist to identify and implement new commercial business opportunities for the airport;
- Oversight of the existing commercial leasing and licensing portfolio;
- Assist in the procurement process to ensure all major supply lines are regularly tested and the Airport receives value for money;
- Provide analysis for pricing agreements with new and existing customers and suppliers.

Competencies:

- Intelligence
- Communications – verbal and written
- Analytical
- Adaptability
- Energy
- Judgement/Decision making
- Resourcefulness
- Ambition

Organisational Relationship/Context:

Reports to Commercial Manager