

JOB POSTING

Business Development Advisor

Reporting to the Director of Business Development and Marketing, the Airport Authority's Business Development Advisor is responsible for the administration of an active portfolio of airline and commercial leases and is involved in the business growth and revenue generation activities of the Airport Authority. This is an important role as the Airport Authority navigates the current business climate.

SPECIFIC DUTIES

The Business Development Advisor is responsible for the following core duties:

Business Development

- Respond to requests for information on business development issues and recommend new revenue generating opportunities.
- Negotiate with a broad range of clients and provide a high level of customer service.
- Conduct research and analysis necessary for the development of passenger and cargo airline service.

Contracts and Leases

- Negotiate and create commercial leases/agreements, renewals and amendments on a timely basis, while coordinating with Senior Leadership Team members, airport legal advisor and tenant legal counsel.
- Arrange for benchmark market valuations of land and buildings required to establish land and building lease rates.
- Develop and execute requests for proposals for revenue – generating contracts such as car rental and retail concessions.
- Assist in establishing and meeting revenue targets from sources such as concessions, leases and advertising.
- Research and recommend lease monitoring systems and procedures to ensure quality revenue assurance and compliance with the terms of commercial contracts.

Concessions and Advertising

- Act as the main contact for concessionaires related to marketing, promotions and customer service issues.
- Review concessions training requirements to ensure compliance with Federal Legislation.
- Participate in the Merchant Association Program to identify ways to maximize revenue and ensure high levels of customer service.
- Coordinate the Airport's advertising program. Use and improve upon existing tools and assets to promote paid advertising within the Airport that align with our advertising policy.

QUALIFICATIONS

- A university degree, preferably in business/commerce
- A minimum of 5 years' experience in business development and/or commercial contract administration
- Excellent negotiation, time management and organizational skills
- Superior written and oral communication skills
- Strong relationship-building and interpersonal skills
- Strong financial acumen
- Proven ability to work both independently and as a member of a team
- Solid capabilities in standard Microsoft office software (Word, PowerPoint, Excel)
- Demonstrated commitment to professional development and continuous improvement
- Ability to communicate in French is an asset

APPLY TO:

Manager - Human Resources
Administration Office, ATB
Email: careers@stjohnsairport.com

CLOSING DATE: Monday, January 31, 2022

SJIAA is an equal opportunity employer. Applicants must clearly demonstrate in their resume that they meet the posted qualifications for the position. Proof of education/certifications must be provided prior to appointment to position. The successful applicant will be required to provide a satisfactory Certificate of Conduct prior to employment and must maintain an Airport Restricted Area Security Pass.