



Department of Human Resources

Invites applicants for the position of:

Commercial Development Specialist

Requisition: COMME01262

The Commercial Development Specialist is responsible for supporting various functions within the Commercial Development Department. This could include supporting concession functions, real estate affairs functions, and ground transportation functions.

Hiring for two positions:

- Parking and Ground Transportation Strategy
- Real Estate

Essential Job Responsibilities:

- Works collaboratively with internal departments and business partners to provide resolutions to day-to-day tenant or airport user issues.
- Conducts airport leaseholds and facilities inspections to ensure compliance with lease terms and conditions and established Nashville International Airport practices.
- Identifies and monitors compliance issues as they relate to public and passenger safety.
- Monitors and follows up for compliance on all agreements, leases, permit terms, and conditions.
- Prepares correspondence, documentation, exhibits, and tenant reports.
- Maintains accurate records of all lease and concession agreements, including effective dates, termination dates, and type of concession operation.
- Prepares a variety of leases, amendments, permits, and other legal documents for manager review.
- Resolves day-to-day tenant issues routinely with manager oversight.
- Gathers, analyzes and processes data to create summaries and conclusions for concessions and/or property-related issues.
- Initiates and cultivates communication with airport tenants, other airport users, and business partners to ensure favorable working relationships among departmental administration, tenants, and community.
- Responds to general requests regarding airport concessions, business partners, and/or properties.
- Shows available property or space to prospective tenants.

Minimum Qualifications:

- Bachelor's Degree in business administration, aviation, airport management, or equivalent education or experience in a related field required.
- 1 to 3 years of lease agreements, compliance, or related experience required.

Accepting applications: Through Friday, September 13, 2019

How to apply:

Apply by visiting: flynashville.com/careers

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214 - (615) 275-1782

Hours: Monday – Friday, 8 a.m. – 5 p.m.

The Nashville International Airport (BNA) is an Equal Opportunity Employer and Drug Free Workplace.

Employment with the Nashville International Airport (BNA) is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.