



Metropolitan Nashville Airport AuthoritySM

Department of Human Resources

Invites applicants for the position of:

Business Development Specialist

Requisition: BUSIN01213

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

Essential Job Responsibilities:

- Working 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 MNAA 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.
- Maintains regular and on-time attendance.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including respect, integrity, service and excellence.

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, March 15, 2019

Hiring for two positions:

- Parking and Ground Transportation
- Concessions

Starting Salary Range: \$40,528 - \$55,140

Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.

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 Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

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