



## **CAREER OPPORTUNITY MANAGER, COMMERCIAL ANALYSIS COMMERCIAL DEVELOPMENT DEPARTMENT**

**JOB SUMMARY:** - The position prepares reports and analysis to improve concession revenue performance at Lynden Pindling International Airport. The position also gathers data, conducts analysis, provides interpretation, and assists with the preparation of reports and presentations that offer insight and recommendations. Works closely with the Commercial and Finance teams and other business partners, preparing and presenting rent and sales reports, assisting in collecting, reconciling, and verifying reported sales/revenues by airport tenants.

### **KEY DUTIES AND RESPONSIBILITIES: -**

#### **Data Collection, Analysis, and Forecasting**

- Participate in the systematic collection of data from airport commercial and operational processes and the opportunistic collection of business intelligence that will aid in business development and revenue growth.
- Develop and build upon established methods for data collection and provide recommendations for process improvements.
- Assist the Commercial Department with the planning and budgeting process.
- Use initiative to research and identify areas for improvement or opportunity with regards to revenue monitoring, agreement compliance and new business development
- Collect, review, and analyze the monthly and annual reports of concessionaires and other tenants (as defined in their agreements with NAD) and report findings to executive management on a monthly and annual basis.

#### **Reporting**

- Prepare monthly rent and sales analysis reports to support LPIA's concession operations, including, but not limited to:
  - Reconciling, verifying, and allocating charges (e.g., utilities, parking, etc.) to bill back tenants.
  - Assist with collecting and reconciling non-financial information (e.g., traffic, square footage etc.)
  - Reconciling and uploading sales and non-financial data into Power Bi, Active Concession Management System, and other programs.
- Develop, manage, and distribute robust and timely performance reporting for multiple audiences.
- Design, develop and implement new, integrated methods for reporting commercial revenues, both targeted and forecasted.
- Stay abreast of market trends within the airline industry and assist in the preparation of
  - timely briefs that assess the impact and recommend action in response to key events (industry, environment, economic, political, social)
  - Assist with the departmental preparation of board reports.

#### **Presentation**

- Prepare and present insightful, engaging, and actionable presentations that can convey analysis effectively to a wide range of audiences.

#### **Business Analysis and Finance Administration**

- Liaise and work with the finance team to ensure the tenant's financial records are accurate and complete.
- Conduct periodic review and analysis of the accounting systems and practices of tenants.

- and prepare reports to be submitted to executive management.
- Provide support and assistance with the internal audit of tenants.
- Contribute to the Commercial team by continuously identifying and reporting areas for improving revenue growth and reducing revenue leakage.
- Support the Company's business development initiatives.

#### **EXPECTATIONS: -**

The successful candidate should be able to use data points to tell a story and convey their analysis in professional, well-crafted reports, and presentations. The successful candidate is an analyst or numbers thinker by background, with a minimum of 5 years of work experience. Strong Excel user, comfortable and experienced with pivot tables and other Excel functions. A continuous learner, with strong capabilities in quantitative analysis and communication that are supplemented by an undergraduate university degree.

In short, the candidate should be able to:

- use data analysis and critical thinking to draw meaningful conclusions.
- present data, context, and implications in a manner that is clear and compelling.
- meet deadlines and stay exceptionally organized under competing priorities.
- be thorough and diligent in working.
- highlight areas of risk based on lease documents and communicate appropriately with affected parties

#### **QUALIFICATIONS: -**

- University degree in Accounting, Economics, or other business-related studies
- Preferred Accounting Qualification (CPA or ACCA)
- Preferred 5 years' experience in a business or financial analysis role.

#### **EXPERIENCE AND SKILLS: -**

- Advanced-level skills in Excel; proficiency in Microsoft Office Suite of products
- Excellent written and oral communications skills with a strong ability to develop presentations.
- Strong analytical skills, with consistent, high-quality, accurate results
- Strong project management skills – ability to handle multiple tasks and interact professionally with staff, stakeholders, and clients.
- Restaurant or Retail experience preferred.

#### **PERSONAL ATTRIBUTES AND ABILITIES: -**

- Curiosity and with a keen interest in learning the business of airports.
- Motivated to take ownership and deliver in a fast-paced, customer-focused environment.
- Good judgement: ability to speak and write clearly, appropriate to the audience.
- Creative, inquisitive, ability to keep in mind the 'big picture' while attending to details.
- Proactive, resourceful, and goal-oriented
- Organizational and prioritization skills, including the ability to be flexible with changing and competing priorities.

Resumes and certificates should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **Tuesday November 12, 2024**.

**Please indicate the position you are applying for in the subject field.**