



CAREER OPPORTUNITY COMMERCIAL ANALYSIS SUPERVISOR COMMERCIAL DEVELOPMENT DEPARTMENT

JOB SUMMARY: - The Commercial Analysis Supervisor will provide critical support to the Commercial Development team by assisting in data gathering, verification, analysis, reporting, and presentation preparation. This position ensures the timely and accurate reporting of commercial revenues, tenant compliance, supports initiatives that drive revenue growth, improve operational efficiency, and strengthen business insights at Lynden Pindling International Airport (LPIA). By working closely with the Manager, Commercial Analysis, this role will help meet increasing demands for accurate, real-time data reporting, detailed business insights, and the execution of multiple critical reporting obligations tied to concession revenue performance.

KEY DUTIES AND RESPONSIBILITIES: -

Data Collection and Validation

- Assist in collecting, verifying, and maintaining monthly and annual sales reports from concessionaires and tenants.
- Support the reconciliation of tenant-reported revenues, charges, and non-financial data.
- Assist with the commercial planning and budgeting process.

Reporting and Analytics

- Assist in the preparation of monthly rent and sales analysis reports.
- Assist in design, development, and implementation of new, integrated methods for reporting commercial revenues, both targeted and forecasted.
- Upload, maintain, and verify sales and operational data in Power BI, Active Concession Management System, and other internal platforms.
- Execute and analyze periodic commercial surveys to assess customer satisfaction, operational performance, and market trends.
- Help develop and evaluate monthly benchmarking reports to monitor concessionaire performance and provide feedback for continuous improvement.
- Contribute to board reporting materials and other executive presentations.

Administrative and Compliance Support

- Help prepare supporting documentation for internal audits and tenant reviews.
- Assist in tracking and monitoring agreement compliance across the concession portfolio.
- Maintain organized records and databases to support reporting accuracy and audit readiness.

QUALIFICATIONS: –

- A Bachelor's degree in Business, Finance, Accounting, Economics, Data Analytics, or related field.
- 1–3 years of professional work experience in a business, finance, or data analysis role
- Strong proficiency with Microsoft Excel (pivot tables, lookups, advanced formulas)
- Familiarity with Microsoft Office Suite (Word, PowerPoint, Outlook)
- Exposure to Power BI, Tableau, or other BI reporting tools preferred.
- Excellent attention to detail and strong organizational skills
- Strong written and oral communication abilities
- A proactive, inquisitive attitude with an eagerness to learn and grow.
- Ability to obtain and maintain Airport Security clearance.

KEY COMPETENCIES: –

- Analytical mindset with a focus on accuracy and quality.
- Ability to work under deadlines and manage multiple competing priorities.
- Team player with a collaborative spirit.
- Professional, customer-focused approach to internal and external partners.
- Ability to think critically and contribute ideas for process improvements.

Resumes and certificates should be forwarded via email to people@nas.bs on or before **Thursday, August 21, 2025**. Please indicate the position you are applying for in the subject field. Only candidates who meet the requirements will be contacted.