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## **JOB DESCRIPTION**

### **Assistant Manager, TIACA Operations**

**Location: Miami**

#### **Position Description:**

- Reporting to the Head of Operations, Events and Outreach, the successful candidate will be responsible for supporting the full portfolio of TIACA agreed programs and priorities.

#### **Specific Responsibilities:**

- Supporting the team in the successful design, preparation and delivery of TIACA events, including the Executive Summit, Air Cargo Forum, Regional Symposiums and others as they arise.
- Supporting the team in the administrative functions required in running the association.
- Supporting communications and outreach, specifically developing relationships with training and educational establishments
- Leading the online Training repository service, ensuring Members and the broader industry is aware of the service and that information presented is up dated and valued.
- Supporting with the Value of air cargo campaign, creating valued content and materials and ensuring they are widely used beyond the air cargo industry.
- Supporting the successful implementation of the TIACA Blue Sky Sustainability program, managing enquiries, applications and follow up program activities.
- Investigate and launch an industry Job listing service, based on principles established within the training repository program
- Other tasks as assigned



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### **Education, Qualification, Skills and Experience:**

- Excellent office-based skills, including presentation and media tools
- Confident and independent worker as well as an open and effective team player
- Knowledge of the aviation or air cargo industry
- Commercial awareness, innovative thinker with a creative approach
- The ability to work in a global, multicultural environment.
- Ability to work under pressure and adapt to change.
- Communication capabilities building trust and engagement within the industry
- Fluency in oral and written English