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
**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