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Duty Manager – Parking & Shuttles Jobs | Dubai Airport Careers

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The Duty Manager responsibilities include overseeing daily operations, ensuring employee productivity, monitoring efficiency of all processes and creating a positive work environment for employees. You will also meet regularly with upper management to stay up-to-date with organizational changes, issues and improvements.

Job Responsibilities

Support the management of all matters and services relating to Parking & Shuttles;
Supervise and motivate the team members with integrity and foresight, in accordance with the procedures and policies to ensure that the highest standards of accountability and professionalism are delivered;

Support the Manager with compliance focused filing systems, with documented and supported records of actions for audit purposes relating to Parking & Shuttle services;

Contribute and produce Parking & Shuttle weekly and monthly reports for the management team;

Assist the manager in the management and monitoring of all revenue share services, namely Valet and VIP. Providing monthly data and monitoring progress targets;

Job Requirements

Bachelor's degree or equivalent, preferably in a related discipline;

Strong interpersonal and relationship skills;

Ability to interact with a wide variety of stakeholders;

Excellent communication and writing skills;

Knowledge of revenue-generating transportation options;

Transport operations planning background;

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