



Jackson Municipal Airport Authority's mission is to connect Jackson to the world and the world to Jackson. If you'd like to see your career, take flight and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for, including medical, dental, vision, life and disability insurance, generous time off benefits, a rich retirement program, and more! JMAA encourages the development of its team members and has an education reimbursement program. If you have the skills to fill one of our open positions successfully, we would love to speak with you!

JMAA is currently looking for qualified candidates to fill the **"Parking Attendant"** role.

What traits do we seek? Successful candidates will...

- Be proactive, have a strong personal drive and proven customer service skills, and must be willing to lead by example.
- Ensure the safe operation of shuttle buses and transporting passengers.
- Possess a valid Mississippi State driver's license with a current address and an acceptable DMV record.
- Have previous experience in customer service as a shuttle driver or driving groups of people
- Be able to pass a background check and maintain security clearance
- Have a high school diploma or equivalent.
- Must maintain a pleasant demeanor when interacting with the public
- Ability to respond to customer problems or complaints

What Do You Get to Do? You will...

- Assists customers in making payment to fully automated revenue control equipment.
- Helps customers with parking services and facilitates the expedient flow of traffic through the facility.
- Leads programs to improve client and customer satisfaction
- Assists in the management of the day-to-day activities of the assigned location.
- Monitors parkers in pay-in lanes.
- Conducts garage and facility audits as required.
- Counts "bank" of revenue (if required) at the beginning of the shift to ensure the starting total is correct
- Make changes for customers before transactions.
- Quote rates for parking services.
- Gives directions to customers to various locations in the city.
- Resolves customer complaints independently or with the assistance of a supervisor.
- Answers telephone promptly and courteously.
- Maintains facility cleanliness and picks up trash in the surrounding area.
- Performs other necessary functions as assigned.

If you are up for this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include **"Parking Attendant"** in the subject line. We welcome you to learn more about us at jmaa.com.