



## **Vacancy Announcement**

**DATE:** August 14, 2017

**TO:** All Qualified Applicants

**FROM:** Human Resources

**RE:** Customer Service Agent

**CLOSING DATE:** Open Until Filled

**This is a recruitment for a Customer Service Agent. This position will be located in Anchorage, Alaska. This is a full time, benefit eligible position. Schedule to be determined. Candidates must be flexible – able to work days, nights, weekends, holidays. Wage \$13.00 per hour.**

**MINIMUM QUALIFICATIONS: High School Diploma or GED. Strong customer service skills. Ability to prioritize multiple tasks. Able to work with minimal supervision in a public setting with multiple employees and distractions. Ability to lift up to 50 pounds on a consistent basis. Professional appearance and demeanor; attention to detail and accuracy at all times.**

**MINIMUM REQUIREMENTS: Responsible for ensuring that every customer is served in an efficient, thorough and courteous manner. Responsible for placing customer service second only to safety. Work interactively and cooperatively with all related departments. Advise customers of any flight updates within guidelines established. Responsible for completing annual recurrent training relative to regulatory and Company requirements. Maintain confidentiality of Company affairs with customers or within hearing distance of customers.**

**ALL INTERESTED APPLICANTS ARE ENCOURAGED TO SUBMIT A COMPLETED AND CURRENT EMPLOYMENT APPLICATION TO Ravn Alaska, Human Resources, 4700 Old International Airport Road, Anchorage, AK Fax 266-8401. No phone calls please.**

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