



Vacancy Announcement

DATE: July 24, 2017

TO: All Qualified Applicants

FROM: Human Resources

RE: Office Manager, Flight Operations/Hageland

CLOSING DATE: Open Until Filled

This recruitment is for an Office Manager, working within the Flight Operations Department for Hageland Aviation, located at the Ravn Headquarters building in Anchorage, Alaska. This is a full time, benefit eligible position. Wage DOE. Schedule typically regular business hours with variations as required by the needs of the department.

Duties and Responsibilities

- Assigning and supervising clerical, secretarial, and administrative tasks and responsibilities among the office staff.
- Coordinating office staff activities and allocating resources to ensure maximal efficiency and to enable task execution.
- Providing on the job training, organizing training and orientation of new staff.
- Monitoring and establishing procedures for office record keeping.
- Preparing operational schedules and reports to ensure maximal efficiency.
- Designing and implementing office procedures and policies.
- Executing policy and procedural changes to develop and improve operational efficiency.
- Oversee crew scheduling, FAA and flight operations record keeping.

Skills and Specifications

- Knowledge of administrative and data management procedures and practices.
- Knowledge of clerical procedures and practices.
- Knowledge of management and business principles.
- Good problem analysis, assessment and communication skills.
- Judgment, problem solving, and decision-making skills.
- Excellent planning, organizing, time and work management.

Qualifications

- High School Diploma, GED or equivalent; Associate's degree or higher preferred
- 1 year of experience in customer service
- Airline industry or operational experience preferred
- Reliable and self-motivated with a positive attitude
- Able to multi task efficiently and effectively to meet deadlines
- Interpersonal, written and verbal communication skills
- PC proficient in Microsoft Office products and general internet applications
- Ability to read, write, speak and understand English

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION TO Ravn Alaska, Human Resources, 4700 Old International Airport Road, Anchorage, AK Fax 266-8401. www.flyravn.com

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