



## **Vacancy Announcement**

**DATE:** June 15, 2017

**TO:** All Qualified Applicants

**RE:** Safety Analyst I

**CLOSING DATE:** Open Until Filled

**This is a recruitment for a Safety Analyst I working within the Ravn Alaska Safety Department. This position will be located in Anchorage, Alaska. This is a full time, benefit eligible position. Schedule Monday-Friday.**

**MINIMUM QUALIFICATIONS:** High School Diploma or GED required. Demonstrated understanding of workplace and employee safety regulations, standards and best practices. Maintain confidentiality of safety information. Ability to work with minimal supervision and prioritize tasks in a fast paced environment with consistently fluctuating workloads. Excellent written, verbal, and interpersonal communication skills, and a demonstrated ability to consult and communicate with others at all levels of the organization. Proficient with Microsoft Office applications. Aviation industry and risk management experience strongly preferred.

**DUTIES AND RESPONSIBILITIES:** Responsible for assigned reports until the risk level exceeds the Analysts' mitigation responsibility; or all actions associated with the report are completed and closed. Selects report managers to complete the investigation and/or corrective action and root cause. Coordinates with assigned report manager for report status updates, target dates, and all corrective actions until complete. Opens and risks assigned reports and provides submitters with status updates and closure status. Coordinates with Manager of Safety Systems as necessary for assistance in WBAT. Coordinates with Directors of Safety or Manager of Safety Systems for assistance with risk assessments. Coordinates with Directors of Safety immediately when initial risk assessment is Medium (3) or greater. Supports Manager of Safety Systems by providing trend analysis reports when requested. Supports the Directors of Safety with Safety Promotion. Other duties as assigned by Manager of Safety Systems.

**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. NO PHONE CALLS PLEASE**

**Ravn Alaska is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Ravn Alaska depends solely on your qualifications.**