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VACANCY ANNOUNCEMENT

POSITION: (Aircraft) Stores Manager
LOCATION: Anchorage, Alaska
REPORTS TO: Director of Maintenance
CLOSING DATE: Open Until Filled

Ravn Alaska is recruiting for a Stores Manager (Aircraft), located in Anchorage, Alaska at Ravn Alaska Headquarters located at 4700 Old International Airport Road. This is a full time, benefit eligible position.

- Stores Manager must have a strong work ethic and continue to uphold and improve the standards that Ravn Stores department sets forth. Must possess integrity and a professional attitude.
- MS Office knowledge a must, this job requires strong computer skills. Have excellent organizational ability with attention to detail - mandatory.
- A great desire to achieve perfection of assigned duties. Accuracy and ability to follow up on tasks and orders. Strong oral and written communication skills. Able to perform under aircraft **AOG** situations.
- A team player with the ability to work independently as well as with others from other departments.
- Possess a current Alaska Driver's License with good driving record.
- Operate forklift (Training provided).
- Able to handle heavy lifting up to 70 lbs.

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DUTIES AND RESPONSIBILITIES:

- Manage & direct the stores staff – Purchasing Agents, Receiving Clerks & Rotables Clerks.
- Purchase spares, stock & supplies for the Aircraft Maintenance Department – other Departments as assigned.
- Coordinate with the Director of Maintenance in maintaining proper stock levels.
- Communicate daily with Director of Maintenance and Director of Quality Control regarding status of repaired parts (rotables) & parts on order. Update Repair Order Spreadsheets daily. Responsible for Quarterly and Annual audits of inventory.
- Works closely with the Maintenance Planner for scheduling rotatable component replacements and A Check parts.
- Coordinate with Quality Assurance Auditor to ensure proper vendor repair stations are utilized.
- Conducts written performance reviews of all subordinates.
- See Ravn General Maintenance Manual 2.3.14 for a complete list of duties and responsibilities.
- Other duties as assigned by D.O.M or V.P. of Maintenance.

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ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION and CURRENT RESUME TO: Ravn Human Resources, 4700 Old International Airport Road, Anchorage, AK. Fax: 907-266-8401. NO PHONE CALLS PLEASE.

RAVN 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.