



Vacancy Announcement

DATE: July 24, 2017

TO: All Qualified Applicants

FROM: Human Resources

RE: Technical Publications Assistant, Flight Operations

CLOSING DATE: Open Until Filled

This is a recruitment for an Technical Publications Assistant working within the Flight Operations Department. This position will be located in Anchorage working at the Ravn Alaska Headquarters location. This is a full time, benefit eligible position. Schedule is Monday through Friday with some variations as needed. Compensation TBD based on experience.

The Technical Publications Assistant reports directly to the Flight Operations Manager, and is responsible for assisting flight operations personnel with the following tasks:

- Assists with drafting, submission to the Technical Publications Department, and distribution of Flight Operations manuals and publications to the aircraft, stations, electronic flight bag (EFB) and crew website.
- Maintains the Flight Operations manual database.
- Orders and updates APG aircraft performance data.
- Assists with filing and auditing crewmember training records, and preparing Pilot Records Information Act (PRIA) records requests from other air carriers.
- Assists with Flight Operations department audits, as required.
- Maintains inventory, invoicing and ordering of crewmember uniforms, crewmember uniform requests and distribution.
- Manages invoicing, coding, requisition orders and employee reimbursement forms for the Flight Operations department.
- Stocks supplies and maintains cleanliness of common areas within Flight Operations; i.e. coffee bar, copy machine, crew mail boxes, etc.
- Assembles Weekly Managers and Directors meeting slides and prepares meeting minutes.
- Accepts projects from other flight operations management personnel. Where multiple, time-critical projects are requested simultaneously, the Flight Operations Manager shall determine the order and priority of the projects.
- Other duties as assigned by the Flight Operations Manager.

This position requires the following minimum experience:

- High School Diploma or GED.
- Experience using Microsoft Office products (Word, Excel, Outlook, Powerpoint, and Access preferred) and Adobe PDF, and must possess good typing skills.
- Able to read, write and understand the English language.
- Able to sit and work in an environment with multiple individuals for an extended period of time.
- Able to work independently and solicit assistance when needed.
- Able to obtain an airport security identification badge.
- Comfortable working around aircraft and large equipment on occasion.
- Aviation experience preferred.

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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