



Vacancy Announcement

DATE: September 6, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Stores Clerk
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Stores Clerk with Ravn Air Group. This position reports to the Stores Manager and is responsible for ordering, receiving, opening, visually inspecting, and locating inventory. The successful candidate must have a strong safety culture, a high attention to detail, and be capable of working in a fast-paced environment.

This is a non-exempt, full time, benefits-eligible position. Position typically works four 10-hour days in Anchorage, however overtime may be required as determined and approved by management.

Minimum Qualifications

- High School Diploma/GED required;
- Knowledge or background of aviation industry is highly preferred;
- Must be able to lift up to 50 lbs. consistently and stand for long periods of time;
- Must be able to work a flexible work schedule with overtime assigned when the operation dictates;
- Proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required;
- Exceptional communication skills are required;
- Able to work with minimal supervision while maintaining focus around multiple employees and a variety of distractions;
- Must have an Alaska State-issued Driver's License with a good driving record;
- Requires attention to detail and a high level of accuracy at all times;
- Able to prioritize multiple tasks and meet deadlines;
- Able to pass a background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Responsible for upholding the high standard of the inventory process to include ordering, receiving, opening, visually inspecting and locating inventory;
- Verify inventory levels, stock on hand, and the issuing of inventory;
- Interact with and meet the needs of Maintenance department;

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- Safely operate forklift according to safety guidelines and operating procedures (training provided by the Company);
- Distribute parts to Maintenance as requested;
- Complete appropriate administrative functions, such as daily filing, and continue another employee's assignment when applicable;
- Follow up on inbound Aircraft On Ground (AOG)/top priority (or "HOT") freight on a daily basis;
- Fill AOG parts requests, write purchase orders, and fax/email documents to vendor(s);
- Receive incoming parts which are purchased, repaired, and returned to service;
- Ensure safety is the top priority at the station, stopping any unsafe acts if seen;
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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