



## **Vacancy Announcement**

**DATE:** October 16, 2018  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Cargo Agent  
**LOCATION:** Unalakleet, Alaska  
**CLOSING DATE:** Open Until Filled

This recruitment is for a Cargo Agent with Ravn Air Group. This position reports to the Unalakleet Airport Manager and is responsible for attending to customer needs and properly processing cargo. The successful candidate will have previous customer service experience, strong computer skills, and the ability to lift heavy items repeatedly.

This is a non-exempt, full time, benefits-eligible position. Position typically works a flexible schedule in Unalakleet, however overtime may be required as dictated by business needs and with management approval.

### **Minimum Qualifications**

- High School Diploma or GED required;
- Knowledge of cargo operations is strongly preferred;
- Strong computer skills with attention to accuracy;
- Ability to multi-task and maintain a high level of organization;
- Requires exceptional attendance and punctuality;
- Able to work all shifts, including weekends and holidays as needed;
- Current Alaska Driver's License with a clean driving record;
- Must be able to operate various equipment as related to position and duties involved;
- Able to safely lift/maneuver up to 70 lbs. on a consistent basis;
- Willing to work outdoors, all seasons when necessary;
- Able to bend, twist and stoop to perform job;
- Able to pass a background screening;
- Comfortable working in an aviation environment around odors and sounds typically associated with aircraft operations.

### **Duties & Responsibilities**

- Service all customers with professionalism and efficiency;
- Process all cargo operation duties in a timely manner;

Phone (907) 248-4422 | Fax (907) 266-8391 | 4700 Old International Airport Rd. Anchorage, AK 99502 | [flyravn.com](http://flyravn.com)

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- Handle all cargo responsibly and with proper procedures;
- Respond to cargo related issues as necessary;
- Lift and/or maneuver up to 70 lbs. without a forklift, and up to 150 lbs. with the use of forklift and equipment;
- Operate various equipment as related to the position and duties involved;
- Clean and organize warehouse, lifting and stacking cargo on pallets;
- Other duties as assigned and appropriate within the scope of this role will be required.

**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](mailto:jobs@flyravn.com)**

**Fax: (800) 616-5081**

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

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