



Vacancy Announcement

DATE: October 19, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Deadhorse Airport Manager
LOCATION: Deadhorse, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Deadhorse Airport Manager with Ravn Air Group. This position reports to the Director of Airports and is responsible for the administration of safe, productive and professional airport operations. The successful candidate will have previous supervisory or management experience, a background in airline ground operations, and the ability to adapt to fluctuating workloads.

This is a non-exempt, full time, benefits-eligible position. Position typically works a rotational two-week schedule in Deadhorse, however overtime may be required as dictated by business needs.

Minimum Qualifications

- High School Diploma or GED required, with a high preference towards continuing certification classes with emphasis in operational management;
- Must have previous experience in an airline ground operations in customer service and/or ramp services;
- Minimum of five years supervisory experience, preferably in the airline industry;
- Strong leadership skills with the ability to consider safety requirements, business needs and operations while problem solving;
- Ability to multi-task, work independently, and adapt quickly to fluctuating workloads and priorities;
- Capable of demonstrating a high standard for conscientious and courteous customer service to internal and external customers, and leading by example;
- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);
- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

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

Corvus Airlines Ravn Alaska | Hageland Aviation Ravn Connect | Frontier Flying Service Ravn Connect

Duties & Responsibilities

- Responsible for the administration of safe, productive and professional station operations in a remote environment;
- Oversight of airport safety to include responsibility for daily ramp safety inspections, hazard identifications, conducting monthly safety meetings, investigating all accidents/incidents at the Deadhorse airport, and maintaining a safe and secure environment for all employees and customers;
- Responsible for personnel management to include hiring, discipline and termination; staff scheduling and vacation planning;
- Will monitor completion of training for assigned duties to include necessary recurrent training, ensure employees are performing duties in a safe and efficient manner that complies with company and regulatory policies and procedures;
- Responsible for informing the maintenance department of any vehicle and building needs to include equipment and/or facility maintenance or repairs, in a timely manner;
- Acts as liaison on behalf of the company to various local customers, vendors and community organizations;
- Responsible for security access to pertinent areas at the base level, including all applicable badging, OSHA requirements and pre-hire paperwork;
- Responsible for oversight of financial administration to include working within the airport budget, reconciliation of employee timesheets, and coding and approving airport expenses;
- Promote the Company safety culture;
- 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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