

## **Vacancy Announcement**

**DATE:** November 1, 2018  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Executive Assistant  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for an Executive Assistant with Ravn Air Group. This position reports to the Senior Executive Assistant and is responsible for providing administrative support through high-level organizational, clerical and logistical duties as designated by the Executive Team. The successful candidate will have a very strong proficiency with computers, the ability to work in a fast-paced environment, and excellent communication skills.**

**This is an exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime will be required as dictated by the needs of the organization.**

### **Minimum Qualifications**

- High School Diploma or GED required;
- Minimum of three years in a fast-paced office environment with constantly changing priorities;
- Strong prioritization and time management skills;
- Strong computer and information technology skills, to include a demonstrated proficiency with Microsoft Office Suite (i.e., Word, Excel, PowerPoint, Outlook);
- Exceptional phone etiquette;
- Ability to work independently, perform tasks of a detailed nature accurately within required timelines, and adapt to fluctuating workloads;
- Strong organizational, information gathering, and monitoring skills;
- A high attention to detail and accuracy and the ability to maintain confidentiality in all matters;
- Ability to organize and file company records, documents and related materials;
- 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.

### **Duties & Responsibilities**

- Coordinate the flow and exchange of information between the CEO, Executive Management, other departments/stations and the general public;
- Examine incoming correspondence, determine priorities, action required and respond accordingly with coordinated response;
- Provide full spectrum administrative support related to role to include but not be limited to: data entry, oral communication via phone and in person, coordinate written communication to appropriate parties, prioritize incoming information for the Executive Team and other miscellaneous phone inquiries;
- Manage and maintain Executive Team schedule, appointments and travel arrangements;
- Professionally answer and manage incoming calls; Receive and interact with incoming visitors; Liaise with internal staff at all levels;
- Coordinate project-based work which includes involving appropriate parties and following up as necessary for progress and completion;
- Responsible for attending meetings to document appropriate minutes as necessary;
- Maintain accurate records of all meeting minutes/action items and other relevant information;
- Maintain confidentiality at all levels as it relates to Company business;
- 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](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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