

Vacancy Announcement

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

This announcement is for an Anchorage Airport Supervisor with Ravn Air Group. This position reports to the Anchorage Airport Manager and is responsible for administration of safe, productive and professional airport operations within designated areas. The successful candidate must have a strong safety culture, the ability to fulfill the physical requirements of the role, and be capable of working in a fast-paced environment.

This is an exempt, full time, benefits-eligible position. Position works four 10-hour days in Anchorage, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma/GED required;
- Minimum two years supervisory experience, preferably in the airline industry with a focus on customer service;
- Knowledge of aviation is highly preferred;
- Must be able to work a flexible work schedule with overtime assigned when the operation dictates;
- Able to work with minimal supervision in a public setting, while maintaining focus around multiple employees and distractions;
- Must have a professional appearance and demeanor;
- Requires attention to detail and accuracy at all times;
- Strong customer service skills;
- Able to prioritize multiple tasks;
- 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

- Administration of safe, productive and professional airport operations within designated areas;
- Ensure safety is the top priority at the station, stopping any unsafe acts if seen;
- Complies with all safety requirements pertaining to the safe operations near or around aircraft;
- Provide good customer service to all internal company employees;
- Enforce airport safety standards to include responsibility for daily ramp safety inspections; hazard identifications; assisting with monthly safety meetings; assist in the investigation of accidents/incidents at the Anchorage station, maintaining a safe and secure environment for all employees and customers;
- Responsible for assigned personnel, to include hiring, discipline and termination; staff scheduling and vacation planning; 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;
- Inform management of any vehicle and building needs - to include equipment and/or facility maintenance or repairs, in a timely manner;
- Maintain integrity of security access to pertinent areas at the base level to include all applicable badging, OSHA requirements, and pre-hire paperwork are completed and approved in a timely manner;
- Handle stressful and complicated situations as they arise in a calm and professional manner;
- 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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