

Vacancy Announcement

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

This announcement is for a Corporate Recruiter with Ravn Air Group. This position reports to the Lead Corporate Recruiter and is responsible for supporting the hiring efforts across the Company. The successful candidate will have professional experience in a sales environment, an understanding of HR principles, and must be capable of working in a fast-paced environment with varying workloads.

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

Minimum Qualifications

- High School Diploma/GED required;
- A minimum of 3+ years of experience in a customer service/sales capacity and office environment is required; Previous recruiting experience is highly preferred;
- Requires critical evaluation skills and knowledge of ethical HR practices or the ability to learn these competencies;
- Must be able to travel out of state and around Alaska;
- Requires proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint);
- Professional communication and networking skills are required;
- Able to work in a team setting or autonomously to deliver on objectives;
- Comfortable maintaining deadlines and multi-tasking in a fast-paced environment;
- Must have a professional appearance and demeanor;
- Requires attention to detail and accuracy at all times, and the ability to prioritize multiple tasks;
- Strong customer service skills;
- 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

- Works under the guidance of the Lead Corporate Recruiter to recruit on a wide spectrum of positions for the Company, with a focus on critical positions (e.g., pilots, Aircraft Maintenance Technicians, Directors, etc.);
- Assists with developing strategies and programs to attract candidates within a defined budget, meeting the needs of hiring managers throughout the organization with predetermined hiring criteria;
- Responsible for screening of candidates, ensuring they meet minimum qualification guidelines for each role and are able to become a valuable contributor to the team;
- Assists with building a strong network of application sources (universities, organizations, trade schools, etc.) to ensure a consistent qualified pool of candidates for available positions;
- Responsible for attendance at relevant job/career fairs, industry-specific tradeshows with potential for recruitment of various positions, presentations at universities/trade schools/military retirement offices as well as Company-sponsored events to ensure maximum exposure;
- Must be comfortable speaking in front of all size groups, both internally for the Company and outside the organization;
- 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

Ravn Air Group is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, citizenship, marital status, age or disability. We assure you that your opportunity for employment with Ravn Air Group depends solely on your qualifications.