

## **Vacancy Announcement**

**DATE:** November 1, 2018  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Parts Clerk  
**LOCATION:** Fairbanks, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Parts Clerk with Ravn Air Group. This position reports to the Parts Manager for Ravn Connect and is responsible for maintaining spares and stock for company aircraft. The successful candidate will have previous experience with managing aircraft parts, and strong organizational skills.**

**This is a non-exempt, full time, benefits-eligible position. Position typically works five 8-hour days per week in Fairbanks, however overtime may be required as dictated by business needs and with management approval.**

### **Minimum Qualifications**

- High School Diploma/GED required, college education is preferred;
- Previous experience and/or training in the receiving inspection, cataloging, tracking, and storing of aircraft parts;
- Excellent computer skills, including Word and Excel and database software;
- Effective oral and written communication skills;
- Strong record-keeping abilities and excellent organizational skills;
- Must be able to lift and/or maneuver up to 50 lbs.;
- Able to meet deadlines and manage multiple priorities;
- 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**

- Responsible for maintaining spares and stock for company aircraft in a clean and orderly fashion;

- Maintains adequate records to show condition of spares;
- Coordinates with the Stores Manager in maintaining proper stock levels;
- Maintains an accurate record of the location of parts including those parts sent out for repair;
- Prepares outgoing parts for shipment;
- 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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