

## **Vacancy Announcement**

**DATE:** November 9, 2018  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Director of Cargo Logistics  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Director of Cargo Logistics with Ravn Air Group. This position reports to the Senior Vice President of Airports and is responsible for daily oversight of the Cargo Department and system cargo issues. The successful candidate must be capable of working in a fast-paced environment and maintaining a high level of organization.**

**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;
- Prior work history in airline cargo operations required;
- Previous supervisory experience required with a strong preference for cargo logistics and management;
- Excellent computer skills, including Word and Excel, with high attention to accuracy;
- Effective oral and written communication skills;
- Able to exhibit a high level of confidentiality;
- Excellent organizational skills;
- Must be able to identify and resolve problems in a timely manner;
- Ability to multi-task in a fast paced environment while maintaining safety as a top priority;
- Ability to work indoors and outdoors particularly in inclement weather;
- Must be able to lift and/or maneuver up to 70 lbs.;
- Valid Driver's License with clean driving record;
- 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**

- Plan and implement cargo projects and capital plans;
- Ability to perform and direct tasks in an efficient and professional manner at all times;
- Process all cargo operation duties in a timely manner;
- Handle all cargo responsibly and with proper procedures;
- Respond to cargo related issues as necessary
- Ensure there is a clean and organized warehouse and cargo staffing is trained and meeting expectations;
- 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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