

## **Vacancy Announcement**

**DATE:** November 13, 2018  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Airport Analyst  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for an Airport Analyst with Ravn Air Group. This position reports to the Manager of Airport Policy and Procedure. The Airport Analyst will be directly working with the Company's Safety Reporting systems and will serve as direct liaison with the Company's Safety Department to ensure good communication and data exchange between departments. The successful candidate should have professional experience in technical writing, an understanding of Safety Management System (SMS) principles, and must be capable of working in a fast-paced environment with varying workloads.**

**This is a non-exempt, full time, benefits-eligible position. Position typically works Monday through Friday, however working weekends and extended hours and may be required as dictated by business needs.**

### **Minimum Qualifications**

- High School Diploma/GED required;
- A minimum of 2+ years of experience in a customer service capacity and office environment is desired; Previous operational airline experience is preferred;
- Requires critical evaluation skills and knowledge of airline industry best practices or the ability to learn these competencies is strongly desired;
- Strong analytical skill sets and root cause analyst background desired;
- Must be able to travel primarily around state of Alaska;
- Requires proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint);
- Professional communication and networking skills are required;
- Able to meet deadlines and manage multiple priorities;
- Maintain a professional appearance and demeanor;

- Ability to work independently, perform tasks of a detailed nature accurately within required timelines, and adapt to fluctuating workloads;
- 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**

- The Airport Analyst will become the expert with departmental requirement for ensuring compliance with SMS policies and tools used for managing and reporting operational irregularities and hazard prevention in the airport environment;
- Responsible for analysis of an airport's safety reporting of irregularities and hazards, researching for corrective actions and closing out safety reports; Assist with required risking and evaluation of safety reporting and impact to Company safety initiatives as well as established policies and procedures;
- Responsible for collaborative interaction with airports' management for root cause analysis and corrective action implementation for procedure deviation with support of Director of Airports;
- Assist with the continuous improvement and maintenance of the Ravn Air Group Airport Operations Manual (AOM); Assist with Airport Operations Manual (AOM) document revisions and complete safety risk assessments as required;
- Communicate ground employee safety reports to responsible parties and subject matter experts for root cause analysis and corrective actions;
- Examine proposed policies and procedures to determine conformance with both the IATA Operational Safety Audit (IOSA) and IATA Standard Safety Assessment (ISSA) programs;
- Assist with monitoring of newly implemented/revised policies to evaluate effectiveness and produce measured results;
- Compile and report airport KPI data such as on time performance, airport generated revenue, mishandled baggage, on-the-job injuries and aircraft damage;
- Develop forms, presentations and other documents as requested;
- Work within the Ravn Air Group Manual suite to identify and document program interfaces;
- Conduct observations of Ravn Air Group airports with a focus on the adherence of regulatory and company policies (FAA, TSA, AOM, and job specific training);
- Promote the Company safety culture;
- Other duties as assigned and within departmental 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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