

New Vacancy Announcement

DATE: December 14, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Crew Scheduler
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Crew Scheduler with Ravn Air Group. This position reports to the Manager of Crew Scheduling and is responsible for managing and maintaining current monthly crew schedules. The successful candidate must be capable of working in a fast-paced environment, have excellent communication skills, and the ability to manage multiple priorities and deadlines.

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

Minimum Qualifications

- High School Diploma/GED required;
- Must be able to read and comprehend the employee labor agreements and Federal Aviation Regulation (FAR) 117 and 135 Limitations;
- Strong communication skills, both verbal and written, are required;
- Able to work autonomously with multiple priorities and deadlines;
- Ability to follow directions and ask questions when appropriate;
- Work in a professional manner with all departments and roles throughout the organization;
- Excellent computer skills, including Word and Excel, with high attention to accuracy;
- Excellent organizational skills; Requires attention to detail and accuracy at all times;
- Ability to multi-task in a fast paced environment while maintaining safety as a top priority; Able to work in a stressful environment on a daily basis;
- Must have a professional appearance and demeanor;
- 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

- Ensure all flights are legally staffed for the day of, plus three days out;
- Work closely with Dispatch and Ops Control to address irregular operations (IROP's) situations;
- Brief all crews of any changes to their respective schedules;
- Run daily crew-related reports to ensure staffing solutions are within corporate key performance indicators (KPI's);
- Monitor both Part 117 and Part 135 Federal Aviation Regulation (FAR) Rest Rules;
- Verify Flight Times to ensure Flight Logs and SkedFlex are aligned;
- Ensure adequate reserve staffing in order to protect the operation in the event of short notice removals from schedule (i.e. sick, bereavement etc.) as well as schedule changes due to irregular operations (IROP's) and additional charter flying;
- Assist Crew Planning/Administration with the monthly Bid Awards as needed;
- Audit monthly crew schedules including but not limited to Fatigue Reports, FDP Extensions, Flight, duty and rest violations, and PIC Flight Times;
- Maintain an impartial working relationship with all crewmembers;
- Promote the Company safety culture; reporting all service irregularities immediately to supervisor;
- 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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