

## **Vacancy Announcement**

**DATE:** January 16, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Airport Trainer  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for an Airport Trainer for Ravn Air Group. This position reports to the Director of Airport Training and is responsible for delivering instructor-led training and PowerPoint presentations in accordance with all Company and/or regulatory policies and procedures. The successful candidate will have previous classroom training experience, exceptional communication skills, and demonstrate a high level of proficiency with computers.**

**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 and training needs.**

### **Minimum Qualifications**

- High School Diploma/GED required, college degree preferred;
- Excellent verbal and written communication skills;
- Classroom training experience is highly preferred;
- Strong knowledge of Microsoft Office (PowerPoint, Word, and Excel);
- Ability to become proficient with Company software to include Sabre and FlightMaster;
- Must be comfortable speaking in front of large groups;
- A minimum of one years' experience with Airport Operations is highly desired;
- Able to work independently and collaboratively to meet deadlines consistently in a fast-paced environment, with multiple assignments occurring simultaneously and as priorities change;
- Willing and able to travel throughout Alaska and possibly stay overnight in a remote location;
- Able to work a flexible work schedule to include overtime and working on occasional weekends;
- Valid Driver's license;
- Able to pass a background check;

- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

### **Duties & Responsibilities**

- Responsible for delivering a variety of instructor-led training and PowerPoint presentations in accordance with all Company and/or regulatory policies and procedures;
- Develop and design training materials and PowerPoint presentations for various positions within the Company;
- Plan and Schedule both Initial and Recurrent training for as required;
- Maintain, manage and file all documents related to training events;
- Monitor computer-based training and ensure all employees are current with required courses;
- Comply with all Safety policies and procedures and uphold Safety at all times;
- Work in conjunction with other departments to ensure training procedures are followed accordingly;
- Maintain Instructor Qualification per the Airport Operating Manual;
- 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](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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