

## **Vacancy Announcement**

**DATE:** January 3, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Human Resources Administrative Assistant  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Human Resources Administrative Assistant with Ravn Air Group. This is responsible for supporting the Human Resources (HR) department with various tasks. The successful candidate must have previous administrative experience, ideally in HR, be capable of working in a fast-paced environment, and have a high attention to accuracy.**

**This is a non-exempt, full time, benefits-eligible position. Position 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;
- A minimum one year in an office environment with use of standard office equipment is required;
- Proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required, with experience in human resources management system (HRMS)/human resources information system (HRIS) preferred;
- Exceptional communication skills are required;
- Able to work with minimal supervision in a public setting, while maintaining focus around multiple employees and distractions;
- Must have a professional appearance and demeanor;
- Requires a high attention to detail and accuracy at all times;
- Must be able to prioritize multiple tasks and deadlines;
- Able to exercise confidentiality for safety and security reasons;
- 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 performing tasks related to the daily operations of the Human Resources department to include data entry, filing, and assisting with programs such as badging, benefits administration, drug and alcohol testing;
- Performs extensive data entry utilizing the HRIS/HRIM, word processing, Excel and other programs deemed necessary to perform the administrative functions of this role;
- Speaks with internal and external customers and routes inquiries to appropriate HR personnel;
- Promotes 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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