

Vacancy Announcement

DATE: January 23, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Ramp Service Agent (Part Time)
LOCATION: Aniak, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Ramp Service Agent with Ravn Air Group. This position reports to the Airport Supervisor and is responsible for various tasks associated with airport operations. The successful candidate must have a strong safety culture, the ability to fulfill the physical requirements of the role, and be capable of working in a fast-paced environment.

This is a non-exempt, part time position. Position works a flexible schedule in Aniak, however overtime may be required as dictated by business needs.

Minimum Qualifications

- High School Diploma/GED required;
- Familiar with or able to quickly familiarize self with General Operations Manual (GOM) and applicable contents related to this position;
- Must be able to work a flexible work schedule with overtime assigned when the operation dictates;
- Willing and able to learn company software such as Sabre, FlightMaster, and Movement Control;
- 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 attention to detail and accuracy at all times;
- Strong customer service skills;
- Able to prioritize multiple tasks, working multiple flight departures at once;
- Ability to safely lift up to 50 pounds on a consistent basis;
- A valid Driver's License with a 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

- Ensure safety is the top priority at the station, stopping any unsafe acts if seen;
- Will be familiar with the GOM as it pertains to safety, aviation security, the Approved Weight and Balance Control Program, Approved Exit Seat Program and Approved Carry-on Baggage program in addition to any other programs, policies and procedures that directly relate;
- Complies with all safety requirements pertaining to the safe operations near or around aircraft;
- Provides information and support for flight crews and ground personnel;
- Provide good customer service to all internal company employees;
- Completes and files all necessary records;
- Handle stressful and complicated situations as they arise in a calm and professional manner;
- Communicates to all necessary personnel of any irregular operations;
- Communicate efficiently via ground to air radio, telephone, and written operation logs;
- Ensure aircraft turns are being conducted in a safe and efficient manner;
- 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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