

Vacancy Announcement

DATE: February 4, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Bethel Airport Supervisor
LOCATION: Bethel, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Airport Supervisor with Ravn Air Group. This position reports to the Bethel Airport Manager and is responsible for administration of safe, productive and professional Airport operations within designated areas. The successful candidate will have a minimum of two years supervisory experience, strong problem-solving skills, and the ability to maintain a high level of confidentiality.

This is an exempt, full time, benefits-eligible position. Position typically works five 8-hour days in Bethel, including weekends. Additional overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma or GED (college graduate preferred);
- Minimum two years supervisory experience, preferably in the airline industry;
- Strong problem solving skills;
- Ability to multi-task, work independently, and adapt to fluctuating workloads and priorities;
- Maintain a high standard for conscientious and courteous customer service to internal and external customers;
- Proficient with Microsoft Excel and Word programs;
- Must be detail oriented and strive for the highest level of accuracy;
- Must be able to maintain the highest level of confidentiality;
- Ability to prioritize multiple tasks;
- Able to work with minimal supervision;
- Must have a professional appearance and demeanor;
- Requires a valid driver 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

- Responsible for the administration of safe, productive and professional airport operations within designated areas;
- Enforces airport safety standards to include responsibility for daily ramp safety inspections; hazard identifications; assisting with monthly safety meetings; assist in the investigation of accidents/incidents at the Bethel station, maintaining a safe and secure environment for all employees and customers;
- Responsible for assigned personnel, to include hiring, discipline and termination; staff scheduling and vacation planning; completion of training for assigned duties to include necessary recurrent training; ensures employees are performing duties in a safe and efficient manner that complies with company and regulatory policies and procedures;
- Responsible for informing management of any vehicle and building needs to include equipment and/or facility maintenance or repairs, in a timely manner;
- Responsible for maintaining integrity of security access to pertinent areas at the base level to include all applicable badging, OSHA requirements and pre-hire paperwork are completed and approved in a timely manner;
- Responsible for assisting in the financial integrity of the airport to include working within the budget; reconciliation of assigned employee timesheets; coding and approving station expenses as relevant;
- 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

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

Ravn Air Group is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, citizenship,

marital status, age or disability. We assure you that your opportunity for employment with Ravn Air Group depends solely on your qualifications.