

Vacancy Announcement

DATE: February 6, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Aircraft Dispatcher
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Aircraft Dispatcher with Ravn Air Group. This position reports to the Dispatch Manager for Ravn Alaska and is responsible for participating in the company's exercise of Operational Control. The successful candidate will have previous experience in a dispatch capacity, excellent phone etiquette, and a FAR Part 121 Aircraft Dispatch License.

This is a non-exempt, full time, benefits-eligible position. Position typically works four 10-hour days per week in Anchorage, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma/GED required, college education is preferred;
- FAR Part 121 Dispatcher License is required;
- Previous experience in a dispatch or aircraft dispatch role is highly preferred;
- Experience reading and interpreting aviation regulations, weather products, and Notice to Airmen (NOTAMs) is highly preferred;
- Excellent computer skills, including Word and Excel and database software;
- Effective oral and written communication skills;
- Strong research abilities and excellent organizational skills;
- Some knowledge of Alaska geography is required;
- Knowledge of risk assessment and mitigation is highly desired;
- 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

- Constantly communicate with Ravn Alaska pilots to ensure they and the company are aware of the complexity of each and every flight;
- Coordinate with the Ravn Alaska aircraft maintenance department to ensure aircraft are airworthy and suitable for the intended flight;
- Coordinate with the Chief Pilot for Ravn Alaska to ensure assigned pilots are current and competent for the intended flight;
- Gather, review, and disseminate aviation weather and NOTAMs to ensure the safe initiation, and continuation of flights;
- Complete a Risk Assessment for all flights considering Equipment, Manpower, Weather, and Runway risks;
- Implement and ensure conformance to the Company's Risk Assessment program, elevating the decision making process as the level of risk rises;
- Monitor the progress of all company flights; ensuring precise flight locating practices;
- Communicate the company's aircraft movements;
- Update and maintain flight crew, aircraft, and airports databases;
- Assist the Chief Pilot for Ravn Alaska with crew scheduling tasks;
- Promote 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

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