

Vacancy Announcement

DATE: April 2, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Ramp Service Agent
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Ramp Service Agent with Ravn Air Group. This position reports to the Anchorage Airport Supervisor and is responsible for various tasks associated with airport operations for Ravn Alaska. 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, full time, benefits-eligible position. Position works an irregular schedule in Anchorage, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma/GED required;
- Familiar with or able to quickly familiarize self with Airport Operations Manual (AOM) and applicable contents related to this position;
- Knowledge of aircraft weight and balance preferred;
- Must be able to work a flexible work schedule with overtime assigned when the operation dictates;
- Exceptional communication skills are required, while radio communication experience in a professional experience is highly preferred;
- 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;
- The ability to perform basic mental math;
- Able to prioritize multiple tasks, working multiple flight departures at once;
- Must have a valid driver's license and 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, and in inclement weather.

Duties & Responsibilities

- Ensure safety is the top priority at the station, stopping any unsafe acts if seen;
- 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;
- Responsible for the accuracy of the load close out forms;
- Completes and files all necessary records;
- Handle stressful and complicated situations as they arise in a calm and professional manner;
- Ensure aircraft turns are being conducted in a safe and efficient manner;
- Promote the Company safety culture, immediately stopping any unsafe acts and reporting them 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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