

Vacancy Announcement

DATE: May 7, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Maintenance Receiving Inspector
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Maintenance Receiving Inspector for RavnAir Group. This position reports to the Chief Inspector for RavnAir Connect and is responsible for shipping, receiving and inspecting aircraft rotatable components, and entering accurate information into the Company's maintenance tracking software. The successful candidate will have a high proficiency with computers, the ability to maintain a high level of accuracy, and have some experience as an aircraft maintenance technician.

This is a non-exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, with initial training to be completed in Palmer, however overtime may be required as dictated by business needs and with management approval. Some flexibility in work schedule and days is possible.

Minimum Qualifications

- A high school diploma or GED is required;
- An FAA Mechanic License with Airframe and Powerplant (A&P) ratings or the equivalent military experience;
- Required to work at a fast pace with a high level of accuracy and efficiency;
- Must have intermediate computer skills with proficiency in Microsoft Office applications and some experience with large databases;
- Ability to work independently, perform tasks of a detailed nature accurately within required timeframes, and adapt to fluctuating workloads;
- Must work as part of a team and recognize the impact of this role on the entire family of airlines within RavnAir Group;
- Requires excellent organizational skills and the ability to prioritize multiple tasks without losing focus;
- Good written and verbal communication skills are a must;

- 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 loading parts information into Alkym maintenance tracking system and ensuring the correct documents and data are included for each part entered;
- Loads appropriate tasks against removed parts to communicate repairs and/or testing standards to vendors;
- Compares documents from the vendor, the parts manufacturer, and any additional sources as necessary to verify correct information is included in the system;
- Enters new aircraft, engines, propellers or components into the Alkym maintenance tracking system;
- Will inspect incoming parts, engines and propellers for compliance with FAA and company standards and vendor agreements;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the organization in compliance with Safety Management System (SMS);
- 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 RAVNAIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

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

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