

New Vacancy Announcement

DATE: May 21, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Cargo Agent (Part Time)
LOCATION: Fairbanks, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Cargo Agent with RavnAir Group. This position reports to the Fairbanks Cargo Manager and is responsible for attending to customer needs and properly processing cargo. The successful candidate will have previous customer service experience, strong computer skills, and the ability to lift heavy items repeatedly.

This is a non-exempt, part-time position utilized as needed at the Fairbanks station. Position works an irregular schedule in Fairbanks, however overtime may be required as dictated by business needs. Candidate must be flexible – able to work days, nights, weekends, holidays, and overtime as needed.

Minimum Qualifications

- High School Diploma or GED required;
- Knowledge of cargo operations is strongly preferred;
- Strong computer skills with attention to accuracy;
- Ability to multi-task and maintain a high level of organization;
- Requires exceptional attendance and punctuality;
- Able to work all shifts, including weekends and holidays as needed;
- Current Alaska Driver's License with a clean driving record;
- Must be able to operate various equipment as related to position and duties involved;
- Able to safely lift/maneuver up to 70 lbs. on a consistent basis;
- Willing to work outdoors, all seasons when necessary;
- Able to bend, twist and stoop to perform job;
- Must have a professional appearance and demeanor;
- 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

- Service all customers with professionalism and efficiency;
- Processes all cargo operation duties in a timely manner;
- Handles all cargo responsibly and with proper procedures;
- Responds to cargo related issues as necessary;
- Lifts and/or maneuver up to 70 lbs. without a forklift, and up to 150 lbs. with the use of forklift and equipment;
- Operates various equipment as related to the position and duties involved;
- Cleans and organize warehouse, lifting and stacking cargo on pallets;
- Promotes the Company safety culture; reporting all service irregularities immediately to supervisor;
- 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 RAVN AIR 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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