

Vacancy Announcement

DATE: August 19, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Director of Cargo Logistics
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Director of Cargo Logistics for RavnAir Group. This position reports to the Senior Vice President of Flight Operations and is responsible for daily oversight of the Cargo Department and system cargo issues. The successful candidate will have previous high-level cargo or logistics operations experience, be capable of working in a fast-paced environment and maintaining a high level of organization.

This is an exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime may be required as dictated by business needs.

Minimum Qualifications

- High School Diploma/GED required;
- Prior work history in airline cargo operations is required;
- Previous supervisory experience is required, with a strong preference for cargo logistics and management;
- Must have excellent computer skills, including Word and Excel, with high attention to accuracy;
- Ability to perform and direct tasks in an efficient and professional manner at all times;
- Effective oral and written communication skills are a must;
- Ability to exhibit a high level of confidentiality and professionalism;
- Requires excellent organizational skills;
- Must be able to identify and resolve problems in a timely manner;
- Ability to multi-task in a fast paced environment while maintaining safety as a top priority;
- Ability to work indoors and outdoors particularly in inclement weather;
- Must be able to lift and/or maneuver up to 70 lbs.;

- Must have a valid Driver's License with a good driving record according to the company's insurance policy;
- 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 planning and implementing cargo projects and capital plans, in addition to providing leadership and guidance throughout all levels of the company's cargo operations;
- Ensures all cargo operation duties are processed and completed in a timely manner and according to company processes and procedures;
- Responds to cargo-related issues when appropriate, in a timely and professional manner;
- Ensures the work area (including the front office and the warehouse) is kept clean and in an orderly manner, that all cargo staff is trained according to documented company procedures and are meeting expectations, and that all safety instructions are obeyed;
- Executes all forms in conformity with the company manuals, taking care to sign forms where signature is appropriate;
- 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@ravnairgroup.com

Fax: (800) 616-5081

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

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