

## **Vacancy Announcement**

**DATE:** July 9th, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Records Clerk  
**LOCATION:** Palmer, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Records Clerk with RavnAir Group. This position reports to the Manager of Quality Assurance Systems for RavnAir Connect and is responsible for maintaining aircraft records and ensuring that all aircraft records are up-to-date and accurate. The successful candidate will be skilled with computers, highly organized, and have the ability to work efficiently in a fast-paced environment.**

**This is a non-exempt, full time, benefits-eligible position. Position works Monday through Friday in Palmer, however overtime may be required as dictated by business needs and with management approval.**

### **Minimum Qualifications**

- High School Diploma/GED required; some college is preferred;
- Must be knowledgeable of general office procedures and phone systems;
- A minimum of two years' experience with duties involving aircraft maintenance records operations for piston and turbine-powered aircraft is highly preferred;
- Requires integrity and a professional attitude, with ability to adapt to change and a proven track record for working with numerous personalities;
- Ability to multi-task and work independently while adapting to fluctuating workloads and priorities;
- Ability to maintain and set high standards for accuracy in recordkeeping;
- A high proficiency with MS Word and Excel is required;
- Must have strong communication and organizational skills;
- Professional appearance and demeanor;
- Attention to detail and accuracy is required at all times;
- 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 maintaining accurate, up-to-date record of the total time, total cycles, total landings and time since last inspection on each aircraft, engine, propeller and time controlled components by utilizing Alkym maintenance tracking program;
- Auditing all maintenance/inspection reports before entering the records into Alkym maintenance tracking program.
- Maintains a complete and up-to-date historical record on each aircraft, engine, propeller and other time control components;
- Maintains a file drawer on all pilot maintenance reports (flight log pages), maintenance checks and inspections in the aircraft specific file;
- Provides maintenance with current component/inspection forecast reports;
- 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@ravnairgroup.com](mailto:jobs@ravnairgroup.com)**

**Fax: (800) 616-5081**

**Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK**

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