

Vacancy Announcement

DATE: August 30, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Operational Control Agent
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Operational Control Agent with RavnAir Group. This position reports to the Dispatch Manager for RavnAir Group and is responsible for participating in the company's exercise of Operational Control. The successful candidate will have previous experience in a dispatch capacity, excellent phone etiquette, and a FAR Part 135 knowledge.

This is a non-exempt, full time, benefits-eligible position. Position typically works four 10-hour days per week in Anchorage, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma/GED required, college education is preferred;
- Previous experience in a dispatch or aircraft dispatch role preferred ; FAR Part 135 knowledge preferred;
- Experience reading and interpreting aviation regulations, weather products, and Notice to Airmen (NOTAMs) is highly preferred;
- Excellent computer skills, including Word and Excel and database software;
- Effective oral and written communication skills;
- Strong research abilities and excellent organizational skills;
- Some knowledge of Alaska geography is required;
- Knowledge of risk assessment and mitigation is highly desired;
- Valid Driver's License with 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.

Duties & Responsibilities

- Responsible for constant communication with RavnAir Connect pilots to ensure they and the company are aware of the complexity of each and every flight;
- Coordinates with the RavnAir Connect aircraft maintenance department to ensure aircraft are airworthy and suitable for the intended flight;
- Coordinates with the Chief Pilot for RavnAir Connect to ensure assigned pilots are current and competent for the intended flight;
- Gather, review, and disseminate aviation weather and NOTAMs to ensure the safe initiation, and continuation of flights;
- Completes a Risk Assessment for all flights considering Equipment, Manpower, Weather, and Runway risks;
- Implements and ensure conformance to the Company's Risk Assessment program, elevating the decision making process as the level of risk rises;
- Monitors the progress of all company flights; ensuring precise flight locating practices;
- Communicates the company's aircraft movements;
- Updates and maintain flight crew, aircraft, and airports databases;
- Assists the Chief Pilot for RavnAir Connect with crew scheduling tasks;
- Contributes to team effort by accomplishing related results as needed;
- 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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