

Vacancy Announcement

DATE: September 3, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Airport Operations Agent
LOCATION: Bethel, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Airport Operations Agent with RavnAir Group. This position reports to the Bethel Airport Supervisor and is responsible for coordinating communication throughout the airport on behalf of the Company. The successful candidate must have strong communication skills, able to handle stressful situations calmly, and be capable of working in a fast-paced environment.

This is a non-exempt, full time, benefits eligible position. Position typically works a split 4/10 schedule (four ten-hour days in a work week) in Bethel, however schedule is based on business needs as determined by management.

Minimum Qualifications

- A High School Diploma/GED is required;
- Familiar with or able to quickly familiarize self with General Operations Manual (GOM) and applicable contents related to this position;
- Knowledge of aircraft weight and balance preferred;
- Must be able to work a flexible work schedule with overtime assigned when the operation dictates;
- Proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required, with knowledge of Sabre, FlightMaster, and Movement Control preferred;
- Exceptional communication skills are required, while radio communication experience in a professional experience is highly preferred;
- Able to work with minimal supervision in a public setting, while maintaining focus around multiple employees and distractions;
- Must have a professional appearance and demeanor;
- Requires attention to detail and accuracy at all times;
- Strong customer service skills;

- Able to prioritize multiple tasks, working multiple flight departures at once;
- Must have a valid driver's license;
- 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 ensuring safety is the top priority at the station, stopping any unsafe acts if seen;
- Will be familiar with the GOM as it pertains to safety, aviation security, the Approved Weight and Balance Control Program, Approved Exit Seat Program and Approved Carry-on Baggage program in addition to any other programs, policies and procedures that directly relate;
- Complies with all safety requirements pertaining to the safe operations near or around aircraft;
- Provides information and support for flight crews and ground personnel;
- Provides good customer service to all internal company employees;
- Responsible for the accuracy of the load close out forms;
- Completes and files all necessary records;
- Assigns gates and create daily ramp schedules;
- Completes daily delay reports and provide them to supervisor/manager;
- Ensures flights are closed out to ensure on time departures;
- Coordinates departures, ensure cargo manifests are provided for each flight at close out time;
- Maintains, updates, and distributes the daily flight schedule to necessary personnel;
- Handles stressful and complicated situations as they arise in a calm and professional manner;
- Communicates to all necessary personnel of any irregular operations, to include Weather hold information, aircraft equipment changes, delays and/or cancellations, as well as flight arrivals;
- Communicates efficiently via ground to air radio, telephone, and written operation logs;
- Ensures aircraft turns are being conducted in a safe and efficient manner;
- 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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