

Vacancy Announcement

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

This announcement is for a Cargo Agent with RavnAir Group. This position reports to the Barrow Cargo Supervisor 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, full time, benefits-eligible position. Position typically works a flexible schedule in Barrow, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma or GED required;
- Knowledge of cargo operations is strongly preferred;
- Strong computer skills and proficiency with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint);
- Strong customer service skills, both internal and external;
- Exceptional communication skills are required
- 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 duties;
- Must have a professional appearance and demeanor;
- Demonstrates self according to company code of conduct;

- 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;
- Services 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 maneuvers 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 organizes warehouse, lifting and stacking cargo on pallets; rotates inventory;
- Builds outbound loads for flights;
- Coordinates with Customer Service Agents on items of high priority;
- Takes cargo loads to the terminal or cargo aircraft using ground service equipment;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation;
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- 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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