



## **Job Announcement**

**Position:** Ramp Manager

Alaska Seaplanes is hiring a Ramp Manager to oversee our ground service operation, located at the Juneau International Airport. We are the premier commuter airline, serving 14 communities throughout Southeast Alaska. Alaska Seaplanes is dedicated to providing the highest standard of safety and customer service in Southeast Alaska and the ideal candidate will personify that aspiration.

We are seeking a hardworking, self-motivated team player with the ability to efficiently lead the Alaska Seaplanes' ramp team. The right candidate will be able to work safely in a fast-paced environment and have the ability to adapt to changes, while managing competing demands.

**Work Schedule:** This is a full-time permanent position. Five days a week, Monday – Friday, typically eight hours per day. Work hours will vary seasonally starting as early as 6:00am and as late as 6:00pm. Alaska Seaplanes operates seven days a week.

**Compensation:** Annual salary will vary based on experience.

### **Director of Ground Services Responsibilities:**

- Manage the processes and people to ensure a safe and efficient ramp operation.
- Recruit, Hire and Cultivate a strong ramp team
- Create, maintain, and execute a training program for ramp team
- Develop efficient work schedule for staff to meet the seasonal needs of business
- Communicate with Alaska Seaplanes operations staff timely and efficiently as it relates to coordinating ground services with customer service, and flight operations
- Maintain a safe, organized and clean operations area
- Manage maintenance of ground service equipment and personnel
- Ensure proper and efficient handling of US Mail, UPS and freight
- Maintain and manage fuel training certifications and fuel inventory
- Participate and contribute to Outstation and Manager bi-weekly meetings
- Present a professional and positive image of Alaska Seaplanes
- Comply with all safety procedures and airline policies
- Complete annual employee performance appraisals
- Maintain knowledge of hazmat, air freight acceptance and other regulatory requirements
- Other duties as assigned

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**Benefits:**

- Medical and Dental
- 401k retirement plan with generous company match
- \$50,000 life insurance plan paid by the company
- Paid Time Off
- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta
- Reciprocal benefits with several local vendors

**Qualifications:**

- 12 months of experience in cargo related field
- Must be 18 years of age
- Possess a valid driver license
- Must be a United States Citizen or provide proof of right to work in the U.S.
- Must be able to work SAFELY in a fast-paced environment
- Be a self-motivated team player
- Be punctual and dependable
- Able to fluently read, write, and speak English
- Must be physically able to lift and move up to 60lbs routinely and safely, and occasionally heavier items
- Must be able to communicate clearly and effectively

If the Alaska Seaplanes' Ramp Manager position sounds like the right fit for you, we'd love to hear from you! To apply, please email your resume to [hr@flyalaskaseaplanes.com](mailto:hr@flyalaskaseaplanes.com).

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