



Job Announcement

Position: Outstation Manager, Full-time, Permanent

Location: Skagway

Compensation: \$22-\$26 per hour DOE

Alaska Seaplanes, the leading commuter airline connecting 12 communities across Southeast Alaska, is hiring an Outstation Manager to oversee our Skagway operations. This role ensures smooth daily operations, upholds the highest standards of safety and customer service, and supports our strong community connection.

We're looking for a motivated, hands-on leader who thrives in a fast-paced environment, adapts quickly to changing demands, and inspires a high-performing customer service team.

Key responsibilities include:

- Recruiting, hiring, training, and managing customer service staff.
- Scheduling, approving timecards, and conducting performance reviews.
- Overseeing passenger check-in, ticket changes, and itinerary rebooking.
- Coordinating clear, timely communication with customers, staff, pilots, and dispatch.
- Maintaining compliance with hazmat, air freight, and other regulations.
- Operating and maintaining vehicles and equipment; loading/unloading aircraft.

Work Schedule: This is a full-time permanent position. Five days a week, with workdays varying from four hours to ten hours, not to exceed forty scheduled hours per week. Work hours will vary seasonally starting as early as 4:00am and as late as 9:00pm. Alaska Seaplanes operates seven days a week.

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

8907 Yandukin Drive
Juneau, AK 99801
(907) 789-3331



Qualifications:

- Must be 18 years of age
- Must be able to proficiently use a computer and Takeflite reservation system
- Must be able to work in a fast-paced environment
- Must be able to communicate clearly and effectively
- Must be punctual
- Must be able to lift 60lbs routinely and safely
- Must be a United States citizen or provide proof of right to work in the U.S.
- Must possess the ability to fluently read, write, speak and understand English
- Must be a team player

If the Alaska Seaplanes' Outstation 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

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