

**EMPLOYER NAME:** Lake Clark Air, Inc.

**POSITION TITLE AND DUTIES:** **Assistant Station Manager** - Responsible for planning, directing, and coordinating a wide variety of complex transportation operations projects for Lake Clark Air. His detailed responsibilities will include directing activities related to dispatching, routing, and tracking flight operations; communicating with clients to determine specific travel needs and develop optimal project parameters; overseeing administrative policies related to safety rules, environmental policies, and government regulations to ensure compliance; overseeing special transportation projects including the movement of medications, supplies, and lab samples from the central hospital to numerous remote villages on a weekly basis; overseeing logistics related to the passenger reception facility construction project; developing and implementing organizational processes to ensure safe and successful missions to remote areas; managing 8-10 personnel across all aspects of business operations to facilitate the carrying of scheduled transportation of goods, people, and services, including 3-4 receptionists, 3-4 ground service personnel, and 2 accounting staff; assuring the ground crew perform assigned tasks; assuring that all equipment, vehicles, and facilities remain in good working order and ready for service by coordinating flight schedules with maintenance personnel and directing staff to perform repairs and maintenance; directing investigations to verify and resolve customer or shipper complaints; coordinating pilot schedules and duty times to maximize efficiency and ensure timely delivery and service; and providing timely and accurate operational reports to management.

**RATE OF PAY:** \$73,500 per year.

**PREVAILING WORKING CONDITIONS:** Work schedule: April 15-October 15: Monday-Saturday 11am to 7pm; October 16-April 14: Wednesday-Sunday 8am to 5pm.

**LOCATION OF EMPLOYMENT:** 2425 Merrill Field Drive, Anchorage, AK 99501.

**MINIMUM JOB REQUIREMENTS:** (1) Bachelor's degree in Project Management or closely-related field. (2) 12 months of experience in a project management position, including delegating tasks across a variety of business operations, providing operational reports to management, and communicating with customers/clients to determine their specific needs and develop optimal project parameters. (3) Successful completion of drug and alcohol test and company Operations Manual test within 30 days of starting employment. (4) Work schedule noted above.