Era Aviation, Inc.
6160 Carl Brady Drive
Anchorage, Alaska
99502

P L E A S E P O S T

E M P L O Y M E N T R E Q U I S I T I O N

TITLE OF POSITION: Fleetservice Agent

SALARY LEVEL: D.O.E.

REPORTS TO: Director, Inflight

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MINIMUM QUALIFICATIONS:

High School graduate or equivalent
Must supply a current AK Drivers license & current copy of driving record from DMV
Dependable & reliable
Neat in appearance
Must have dependable transportation
Be in excellent physical condition and be able to lift 20-65 lbs. consistently
Will work in inclement weather
Tolerant of odors and chemicals associated with aircraft and ramp activities

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DUTIES AND RESPONSIBILITIES:

- General cleaning and stocking of company and corporate aircraft. This includes bending, stooping, and reaching to remove trash from under and around seats, overhead bins, and all areas of the aircraft; pushing and pulling a 20- lb. vacuum cleaner throughout the cabin; and wiping and dusting most interior surfaces.
- Stocking of company and corporate aircraft with food, beverages, and seat pocket items. Requires lifting and carrying cases of food and beverages weighing 20-65 lbs. from fleet service trucks up aircraft stairs and into aircraft kitchen area.
- Additional duties as assigned

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DATE SUBMITTED: March 28, 2008

907-248-4422
fax 907-266-8401