

## Human Resource Manager

### Overview

The Gallatin Airport Authority has an opportunity for a full-time Human Resource Manager. This is a newly created position and will involve a variety of human resource responsibilities. The Airport is a dynamic facility and the successful candidate is expected to be part of a management team that works together to solve evolving challenges on both a daily and long-term basis.

### Responsibilities

- Administer payroll, benefits, workers comp, etc.
- Assist with talent search, selection, and hiring
- Onboarding and offboarding employees
- Maintain compliance with applicable laws, regulations, and policies
- Monitor and development policies
- Manage employee and other records
- Assist with training and development of staff
- Communicate with staff, benefit providers, regulators, etc.
- Handle sensitive queries, information, and confidential data
- Other duties as assigned

### Qualifications

- Bachelor's degree in human resources management, business administration, or a closely related field
- Experience and training which provides the knowledge, skills, and abilities necessary to perform the responsibilities listed above
- Substantial knowledge of the related laws, regulations and policies
- PHR/SPHR and/or SHRM-CP/SCP certifications highly preferred.
- Experience with ADP payroll and HR systems a plus
- Thorough knowledge of modern office practices, procedures, and techniques
- Must be able to pass an airport background check

### Work Schedule

The typical work schedule for this position is Monday-Friday, 8:00 a.m. – 4:30 p.m. However, the airport is staffed 24/7 and as the HR Manager, there will be occasions where hours outside the typical work schedule will be required, including nights, weekends and holidays.

### Compensation

The starting salary is \$60,000 – \$75,000 per depending on qualifications, plus an excellent benefits package including employer paid medical, dental, and vision coverage for the employee and family.

### To apply

1. Visit [bozemanairport.com/employment](http://bozemanairport.com/employment) or contact the airport office at (406) 388-6632 to get a job application.
2. Submit your completed application with a resume and cover letter:  
In person or mail: Gallatin Airport Authority | 850 Gallatin Field Rd Ste 6 | Belgrade MT 59714  
Email: [jobs@bozemanairport.com](mailto:jobs@bozemanairport.com)