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Locati Architects and Interiors

Position: Human Resource Manager, Full-time
Location: Bozeman, Montana

Locati Architects and Interiors is expanding and seeking a dedicated Human Resource Manager to join the team. The Human Resource Manager holds the companies' values and processes. We are interested in a dynamic team member who can support day-to-day activities and is able to perform the following duties:

- Update and develop human resources policies and programs and directs the staff in managing and implementing programs that support employee engagement, productivity, and company objectives.
- Manages key HR functions, including benefits, employee relations, recruiting, compensation, training, payroll, and employee records.
- Maintains employee records of pay, benefits, accidents, performance, and other activities and files reporting required to comply with employment laws.
- Partner with Director of Operations to ensure strategic HR goals are aligned with business goals, incentives, and core values.
- Develops and delivers internal staff communications.
- Evaluates, selects, and manages relationships with vendors to provide supplemental HR processes and services.
- Oversee the payroll processing and/or management of payroll systems.
- Manage the staffing process, including recruiting, interviewing, hiring, and onboarding.
- Develops training material and performance management programs coordinating with both employees, managers, and partners.
- Analyze trends and creates compensation strategies.
- Design and implement employee retention strategies.

Required skills and abilities:

- Bachelor's degree in Human Resources or similar field.
- Five plus years as a HR Manager or HR Business Partner.
- Benefit administration with the ability to communicate and work with all vendors.
- Knowledge of MT state and federal labor regulations.
- Experience with recruiting, interviewing, and onboarding.
- Detailed and organized in systems and processes.
- Excellent organization, verbal, and written communication skills.
- MS Office products, performance management tools, proficiency required.
- PHR or SPHR or ability to acquire certification within one year of employment.

Compensation DOE and eligible for full benefit package including health, vision, dental insurance, vacation, sick leave, 401K and profit sharing

Send cover letter and resume to careers@locatiarchitects.com