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## Locati Architects and Interiors

Position: Human Resources Director, Full-time

Location: Bozeman, Montana

Locati Architects and Interiors is expanding and seeking a dedicated Human Resource Director to join the team. The Human Resource Director 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 Human Resources Director or Manager.
- 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.

Send cover letter and resume to Locati recruiter: [vicki.axtell@icloud.com](mailto:vicki.axtell@icloud.com)