

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Human Resources Manager	DATE: 02/13/2026
DEPARTMENT/TITLE OF SUPERVISOR: Administration & HR Department/Vice President of Administration & HR	GRADE/LEVEL: 22 (Exempt)

Position Summary (Primary Function)

Responsible for managing the end-to-end recruitment process, on and off-boarding, benefits administration, compliance reporting, leave management, and research on HR trends and best practices. This position assists with a variety of additional departmental initiatives and requires a strategic mindset, exceptional communication skills, and a deep understanding of human resources principles.

Responsibilities (Essential Functions)

- Develops and implements effective recruitment strategies to attract top talent.
- Manages the end-to-end recruitment process including: job posting, resume screening, applicant tracking, interviewing, and candidate selection.
- Collaborates with hiring supervisors to understand staffing needs and develops job descriptions.
- Conducts regular candidate sourcing activities through various channels including job boards, social media, and professional networks.
- On and off-boards employees and conducts exit interviews.
- Enters and maintains accurate employee information in the payroll & HRIS systems.
- Sets up and manages benefits open enrollment and administers the benefits program.
- Compiles data and responds to annual compliance testing and reporting programs.
- Administers employee leave programs and tracking (FMLA, short term disability, etc.), and ensures confidentiality and accuracy of record keeping.
- Processes accident reports to ensure timely action regarding workers' compensation claims and serves as primary contact with the worker's compensation carrier.
- Administers the employee appreciation and incentive programs including the candidate referral program, charitable giving, holiday events, etc.
- Maintains knowledge of HR trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Works with the HR team to plan, organize, and coordinate employee events to foster a positive work culture and team spirit.
- Works with the HR team to evaluate, recommend, and implement technology to improve departmental efficiency.
- Maintains the organizational chart.
- Maintains a thorough understanding of the organization's HR strategy and objectives to effectively assume responsibilities of the Vice President as needed.
- Nurtures a positive working environment and promotes the Authority's mission, vision and core values (Forward, Integrity, Empathy, and Welcome).
- Performs duties of departmental teammates in their absence or as assigned.
- Perform all other duties as assigned.

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Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Bachelor’s degree in Human Resource Management, Business Management, or related field from an accredited college or university preferred. Equivalent experience may serve in place of a degree requirement.

Experience Requirements

- Minimum of five years of professional work experience in human resources or a related field required.
- Minimum of two years of talent acquisition experience required.
- Experience working in aviation, manufacturing, or a governmental environment a plus.
- Demonstrated ability to build and manage relationships with employees and vendors.

Special Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to contribute in a team environment to achieve success for the organization.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with HRIS and talent management platforms or the ability to learn quickly.

Supervisory Responsibilities

- None.

Licenses Required

- Must possess a valid driver’s license or the ability to obtain if hired.

Certifications Required

- Human Resources certification such as: SHRM-CP, PHR, SHRMs Talent Acquisition Specialty Credential, etc., strongly preferred.

Latitude/Independent Judgment/Accuracy

- Position warrants considerable independence and initiative in decision making.
- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

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Working Conditions

- Job is performed in an office setting.
- Physical Demand – Little physical effort required. Some lifting, carrying, walking, standing, pushing, pulling, stooping, and kneeling requirements necessary up to 20% of the time. Sitting required 80% of the time.
- Occasional lifting up to 25 pounds is necessary.
- Mental and/or Visual Demand - Mental and visual demands vary with function performed. Consistent mental attention needed to monitor workflow and respond efficiently.
- The ability to view a computer terminal, communicate electronically, answer a telephone, read, prepare and analyze data and figures constantly, as well as communicate verbally are required.
- Must be able to operate a computer and be familiar with Microsoft office products.
- Some out-of-town travel may be required.
- Must be able to drive to various locations on and off airport premises.
- Attentiveness to work procedure will reduce potential risk of minor injury in certain work areas.
- Exposed to normal office environment and limited normal industrial environment.
- Exposed to weather elements on occasion.

Other Requirements

- Primarily works M-F during normal business hours.
- Occasional work required at other times for supervision, training, special events, etc.
- This position is deemed non-essential.
- Primary job functions require in-person/on-site work.
- Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude them from employment.