



Jackson Municipal Airport Authority's mission is to connect Jackson to the world, and the world to Jackson. If you'd like to see your career take flight and help us deliver on this mission, apply with us today! JMAA is looking for a motivated and driven HR professional that can land JMAA as an Employer of Choice while serving in the role of *HR Director*. If you have the desired skills, we would love to speak with you!

What traits do we seek? Successful candidates will...

- Shine at communicating effectively, building relationships, and resolving conflicts while demonstrating high ethical standards
- Display strong initiative while being attentive to details and compliance focused
- Excel in HR disciplines including recruitment, benefits administration, compensation management, and employee relations among other areas
- Possess at least 10 years in a Human Resources Manager role or above, and a bachelor's degree in Human Resources, Business Management, or related field
- Have a valid Mississippi driver's license and ability to receive authorization to drive in secured areas

What Do You Get to Do? You will...

- Partner with leadership to develop strategic initiatives with regards to Human Resources that align with organizational objectives, support achievement of results, help build morale, and improve retention.
- Manage an efficient and effective recruitment effort for all positions ensuring candidates fit culturally and possess potential for development.
- Implement, manage and modify the compensation program and regularly evaluate for internal equity and external competitiveness.
- Provide recommendations for benefit plan designs and implement programs, assist employees, reconcile bills, maintain compliance with plans, and evaluate benefits for cost-effectiveness and utilization.
- Develop, recommend, implement and administer personnel policies and procedures ensuring compliance with all applicable federal, state, and local employment laws, completion of mandated reports, and proper record retention.
- Manage employee relations issues, conduct effective, thorough, and objective investigations, and assist with employee coaching, counseling, and improvement plans as appropriate.
- Identify training needs for departments and individual coaching needs. Participate in evaluation and monitoring of training programs to ensure success.

Want to set yourself apart? Bonus points for candidates that have...

- SHRM-CP or PHR certification
- Experience with governmental regulations, contract review, and safety compliance

- Employment in a transportation and/or Public Sector environment
- Ability to demonstrate how they are ready to help us become an Employer of Choice

If you are up for this amazing career opportunity where the sky is the limit, send your resume to HRAssist@pncpa.com and be sure to include “HR Director” in the subject line. We welcome you to learn more about us at jmaa.com.

This job posting is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. A detailed job description will be provided during the interview.

We’re an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.