

Job Title	Employee Relations Coordinator				
Department/Shop	Administration	Supervisory Position	Yes	Limited	No X
Location	Onsite, Missoula, Mt	Travel Required	Yes	Limited X	No
Reports To	Vice President of Finance				
Position Summary	Neptune’s Employee Relations Coordinator will be responsible for providing a positive employee experience that aligns and promotes Neptune’s values throughout the organization. This will include recruiting, retention, engagement, training and development, and human factor initiatives.				
Essential Functions	<ul style="list-style-type: none"> • Manage recruiting activities, including identifying hiring needs, promoting open positions, screening, identifying candidates, and supporting hiring managers. Includes responsibility for adherence to EEOC Regulations and contract compliance. • Manage onboarding activities, including the creation of indoctrination training, and creating a positive employee experience. • Manage and implement the coach approach to leadership, analyzing and planning for departmental coaching needs to best utilize our outside leadership consultant. • Oversee development and training efforts in utilizing Neptune’s leadership tools. • Assisting departmental leaders in tailoring human factor training programs to meet department needs. • Advance Neptune’s company culture and create initiatives to engage our employee population in supporting/promoting Neptune’s vision and values. • Responsible for promoting the acknowledgement of employees and communicating the recognition of employee contributions. • Support leaders in developing high performing teams. • Support company-wide growth and professional development. • Develop and implement employee feedback channels. • Collaborate with Neptune’s Human Resource Director. • Collaborate with Neptune’s Marketing Department on promoting Neptune for the benefit of recruiting and retaining talent. • Support the vision and direction of Senior Leadership with feedback, consistency, and internal communication. • Other duties as assigned. 				

<p>Key Skills & Competencies</p>	<ul style="list-style-type: none"> • Strong organizational skills, attention to detail, ability to prioritize, meet deadlines, and obtain successful results. • Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines, while providing accurate results. • Excellent verbal and written communication skills. • Commitment to personal and professional development. • Skilled at de-escalating and conflict resolution skills. • Values the confidentiality of sensitive information. • High level of personal accountability, professionalism, integrity, and good judgement. • Fosters effective working relationships with employees, teams, leaders, and the community. • Ability to work as a productive and positive team member. 		
<p>Required Qualifications</p>	<ul style="list-style-type: none"> • Bachelor’s degree in human resources, communication, management, or relevant field. • Leadership development experience. • Five years of experience successfully leading teams. • Five years of relevant experience. • Commitment to mission and vision of Neptune Aviation. 		
<p>Additional Desired Qualifications</p>	<ul style="list-style-type: none"> • Experience in employment law. 		
<p>Physical Requirements</p>	<p>Must be able to work in a traditional office setting with prolonged period of sitting at a desk and working on a computer. Must be able to lift 15 to 30 pounds. Occasional overnight travel may be required.</p>		
<p>Supervisor Signature</p>		<p>Date:</p>	
<p>Employee Signature</p>		<p>Date:</p>	
<p>Revision Date JC 12/13/2023</p>			