



**JOB TITLE: HUMAN RESOURCE SPECIALIST**

**TYPE:** Full Time Day Shift

**LOCATION:** Van Nuys, CA

**DATE OF POSTING:** October 1, 2019

Western Jet Aviation is currently seeking a professional Human Resource (HR) Specialist to join our team. The successful candidate will be passionate about recruiting, supporting, and evolving employees through our company's guidelines and managing processes. This position will be highly involved in training, compliance, talent development, and coordination of multiple areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reports to the Chief Financial Officer
- Creates, implements, and conducts training on all Human Resource policies, procedures, and standards
- Works together with Production to design and execute effective training strategies and employee development plans
- Ensures all personnel records and training records are maintained, updated, and organized
- Coordinates and manages performance evaluation process as well as employee engagement initiatives
- Supports compliance reporting and ensures FAA and OSHA laws are adhered to across the company
- Partners with hiring managers to determine staffing needs and support recruitment process
- Other tasks as assigned

**QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- Bachelor's degree required
- Minimum 3 years' experience in related role; prior Aviation or Manufacturing industry experience desirable
- Be proficient with MS Office and possess strong written and verbal communications skills
- High level of organizational skills required

If you qualify for the position and are interested in interviewing, submit an updated resume to Jerry Airheart ([jairheart@wja.aero](mailto:jairheart@wja.aero)) in MS Word or PDF format.

Western Jet Aviation offers a generous benefits package which includes: medical, dental, vision, life insurance, 401(k), profit sharing, paid vacation and sick pay.

**Western Jet Aviation is an Equal Opportunity Employer**

*Celebrating 20 Years Serving The Aviation Industry*

