JOBS POSTING

Position Title: Human Resources Manager

Department: Finance & Operations

Hours/FLSA Status: Full Time 40 hours/week, Exempt position with benefits

Salary/Benefits: Salary - DOE. Excellent benefits package including paid downtown parking and 401k program with match.

Job Summary: Visit Albuquerque, a premier destination marketing organization in the Southwest, seeks a motivated and experienced leader in the area of Human Resources to support the efforts of Visit Albuquerque as a prime leisure, meeting and sports destination.

The purpose of this position is to manage the Human Resources Department within Visit Albuquerque including the design, development and administration of employment policies and procedures relating to all phases of human resources activity by performing tasks and assignments in the areas of policies and procedures; recruiting, selection and hiring; employee relations; training and professional development; compensation and benefits; government compliance; and all others as directed.

Requirements: Qualified candidates will have a bachelor's degree in personnel management or related field and five years experience in Human Resources, or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities. SHRM Certified Professional or HRCI Professional Human Resource designation preferred.

To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:

Human Resources
Visit Albuquerque
PO Box 26866
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Fax: 505-247-9101
e-mail: jobs@visitabq.org
www.visitalbuquerque.org

Visit Albuquerque is an equal opportunity employer. Applicants will be considered without regard to race, creed, color, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected under local, state or federal law.