



Job Announcement

Position: Human Capital Manager

Compensation: \$90,000 - \$100,000 annually

Location: Juneau, Alaska

Alaska Seaplanes is looking for an experienced Human Resources professional to join our team as the Human Capital Manager and lead the full employee experience, from recruiting and workforce planning through employee development, payroll, benefits, performance management, and employee relations.

This is a hands-on leadership role for someone who enjoys both building strong people practices and serving as a trusted resource to managers and employees.

Work Schedule: Full-time, permanent | Monday–Friday, 8:00 a.m.–5:00 p.m.

What you'll do:

- Lead recruiting, workforce planning, onboarding, and talent-management initiatives
- Oversee HR systems, policies, compliance, payroll, compensation, and benefits
- Advise and coach managers on employee relations and performance matters
- Lead sensitive employee matters and workplace investigations when needed
- Develop training, recognition, engagement, and employee-development programs
- Supervise and develop the Payroll & Accounting Coordinator
- Partner with company leadership to continuously improve our people practices and employee experience

What we're looking for:

- 5+ years of progressive Human Resources experience, with experience in talent management and workforce planning
- Strong working knowledge of HR systems and tools
- Excellent leadership, communication, and interpersonal skills
- Sound judgment and the ability to handle confidential and sensitive matters
- Strong organizational and analytical skills
- A positive, dependable, collaborative approach

Benefits:

- Medical, Dental
- 401k with generous company match
- \$50,000 life insurance plan paid by the company
- Paid Time Off
- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta
- Other fringe benefits (tram tickets, gym discounts, etc.)

If you are interested, we'd love to hear from you. Please submit your resume to hr@flyalaskseaplanes.com.