

Position Title / Department	Location	Reports to
HR Manager	Colorado Springs, CO, USA (on-site)	VP of Finance & Administrative Operations
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Immediately

Company Description

PteroDynamics Inc. designs superior autonomous vertical takeoff and landing (VTOL) aircraft systems that fly faster and go farther to reach remote locations without runways, even in harsh conditions. PteroDynamics' Transwing® aircraft is unlike any other VTOL system, performing like a great fixed-wing aircraft with superb VTOL capabilities. Transwing aircraft unfold their wings to transition smoothly and quickly between vertical and horizontal flight, overcoming limitations inherent in other VTOL designs by combining the speed, range, and endurance of fixed-wing aircraft with superior VTOL performance in an efficient, highly automated platform. The Transwing is ideal for automating time-sensitive delivery of critical high-value payloads to-hard-to-reach locations, including maritime logistics support, payload delivery to remote locations without airstrips, and reconnaissance and surveillance. Seeing is believing. Visit PteroDynamics.com for details and videos.

Position Summary

PteroDynamics is seeking an HR Manager to lead all aspects of human resources and talent acquisition for a growing aerospace company. This position offers the opportunity to build and scale the HR function from the ground up while serving as a strategic partner to leadership and helping shape the employee experience as the company grows.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Human Resources

- Develop and implement HR policies and procedures
- Create performance management and employee development programs
- Ensure compliance with federal, state, and local employment laws
- Build HR systems, documentation, and recordkeeping processes
- Administer benefits, leave programs, and employee communications
- Partner with leadership on organizational planning and workforce strategy
- Manage employee onboarding and offboarding processes
- Maintain personnel records and ensure compliance with record retention requirements

Recruiting and Talent Acquisition

- Manage full-cycle recruiting for technical and non-technical positions
- Partner with hiring managers to define job requirements and hiring plans
- Source candidates through multiple channels
- Coordinate interviews and candidate communications
- Track recruiting metrics and hiring effectiveness

Strategic Business Partner

- Advise leadership on people-related decisions
- Identify organizational gaps and recommend solutions
- Support compensation benchmarking and workforce planning
- Help shape company culture and employee engagement initiatives
- Provide data-driven recommendations regarding talent and retention

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, or related field (or equivalent relevant experience)
- 5+ years of progressive experience in Human Resources
- Experience managing full-cycle recruiting, including sourcing, interviewing, and hiring coordination
- Working knowledge of federal and state employment laws and HR compliance requirements
- Experience supporting employee onboarding, employee relations, performance management, and benefits administration
- Strong written and verbal communication skills
- Ability to handle confidential and sensitive information with discretion
- Demonstrated ability to work independently and manage multiple priorities in a fast-paced environment
- Proficiency with HRIS and applicant tracking systems
- US Citizenship/Permanent Resident Status

Other Qualifications & Desired Competencies

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification
- Experience building HR policies, programs, and processes from the ground up
- Experience supporting small businesses, startups, or high-growth organizations
- Experience recruiting for engineering, technical, aerospace, defense, manufacturing, or highly specialized positions
- Knowledge of multi-state employment practices
- Experience developing performance review programs and compensation frameworks
- Experience implementing or managing HRIS and recruiting platforms
- Ability to analyze HR metrics and provide strategic recommendations to leadership

Company Values

Framework for our Values:

- People
- Excellence
- Accountability
- Knowledge

People: We value relationships with our colleagues and customers while embracing and upholding the worth of every individual

- Trust - we push down responsibility in decision making to the lowest level that makes sense, while maintaining accountability
- Respect - we always maintain respect for ourselves and others
- Communication - we encourage open communication and respect for all perspectives
- Enjoyment - together, we create an environment that is fun and enjoyable

Excellence: We have a mindset of excellence at all times

- Pursuit of Excellence - we are passionate about our work and strive for superior outcomes at all times
- Incremental Approach to Success - We agree that bringing our best each day is important and that incremental improvement matters
- Willingness to listen and learn - we believe success requires remaining humble, having an open mind, and listening to constructive input
- Coaching - being a great teammate includes a willingness to be coached and taking the time to help others achieve excellence
- Measuring Success - we measure our success not only by how much money we make but also by the satisfaction of our workforce and the value of the solutions we bring to the world

Accountability: We believe the foundation of trust is accountability

- Collaboration - we recognize that our success depends on how well we work together
- Personal Responsibility - we believe in holding ourselves accountable, starting with self-accountability, and including accountability to co-workers/teammates, and ultimately to our customers and our shareholders
- Consistency - our happiness, productivity and ultimate success all require consistency from subordinates and managers alike
- Professionalism - we believe that our attitude and approach to our work and how we handle ourselves are crucial and will be recognized by our peers and our customers
- Courage - we do what is right and are not tempted to create shortcuts, avoid hard work, or do the wrong thing because it is easy or expeditious
- Merit - hard work is recognized and rewarded

Knowledge: We believe that innovation and success depend on gaining, documenting and sharing knowledge

- Knowledge Gain - we remain inquisitive and seek data and information to gain and build knowledge
- Knowledge Sharing - we believe in the open sharing of information rather than having it exist in silos`
- Knowledge Documentation - we believe that insights gained during the process of research and development and from feedback from customers and other stakeholders must be documented so that others may understand and build upon those insights
- Customer Needs - we can only provide a superior solution if we truly understand the needs and requirements of our customers

Compensation

Salary Range: \$115k - \$125k annually DOE

What We Offer

At PteroDynamics, you will have the opportunity to make a significant impact on the future of aerial technology through creativity and innovation. The company offers a comprehensive compensation package, which includes a competitive salary, stock options (subject to the discretion of the Board of Directors), company-sponsored medical insurance, dental, vision, term life insurance with an AD&D rider, 401(k) plan with up to 4% matching by the company, long-term disability, paid time off, paid holidays, paid sick time, and a collaborative inclusive working environment in an exciting, growing startup company.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or

assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

PteroDynamics is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable. If you're ready to join us in reshaping the future of UAVs, we encourage you to apply for this position and bring your unique technical brilliance to our team.

How to Apply

Submit resume to careers@pterodynamics.com