



**Job Description:  
Human Resources Associate  
Kahtoola, Inc.**

## **About Kahtoola**

Kahtoola is an outdoor equipment design and manufacturing company with a history of product innovation and excellence. Headquartered in the beautiful mountain town of Flagstaff, AZ, all our Associates work closely as a team to best address the opportunities and challenges of growing our business.

Founded in 1999, Kahtoola is a market leader in winter traction gear and gaiters, and is positioned for strong growth in other outdoor product categories. In addition to making high-quality products, we actively support social and environmental responsibility, foster strong community relationships, and inspire outdoor adventure. As Associates, we are a company of quality aficionados who love great gear and getting outside. We work hard to take on business challenges together while enjoying a supportive, fun, and casual work environment.

## **Job Description**

In this year-round full-time role, you will be responsible for all aspects of Kahtoola's human resource needs. Success in this role will require you to utilize a comprehensive set of HR skills in order to engage in a variety of topics, including recruiting, performance reviews, benefits management, and more. You will regularly work directly with all Kahtoola Associates and business leaders to ensure a healthy and productive culture is fostered at Kahtoola that ensures all Associates are well-supported. A successful candidate will not only have solid HR generalist experience, but also a knack for problem solving and finding creative and exciting solutions that excite and inspire our team to perform at a high level.

## **Job Responsibilities**

- Continuously assess Kahtoola's personnel needs and comprehensively engage in recruiting efforts as needed, acting as the point-person for all parts of the recruiting process.
- Utilize effective and consistent onboarding processes for all new Kahtoola Associates, ensuring they are well-integrated into our team and feel supported to be successful in their roles.
- Lead a regular and comprehensive performance review process.
- Regularly analyze, develop, and refine Kahtoola's benefit offerings, ensuring that Kahtoola's benefits remain attractive for all Associates while also achieving a reasonable balance for company resources.

- Collaboratively identify and recommend individual and team development opportunities for Associates that will help us collectively expand our skills, knowledge, and competencies.
- Work with Kahtoola's leadership team and all Associates to collaboratively carry forward long-term planning, documentation, and refinement of core company documents and strategies regarding culture, personnel planning, collaborative processes, ideologies, and guiding philosophies.
- Address sources of friction in any area within the Kahtoola team, ensuring constructive processes are followed and that conflicts are addressed efficiently and fairly.
- Address performance issues using a fair, sound, and repeatable process, including creating benchmarks and timelines for analyzing improvements, and fairly addressing situations involving lack of improvement.
- Ensure that Kahtoola's policies and practices remain aligned with best practices and legal requirements, and update policies accordingly.
- Ensure that Kahtoola's policies and practices remain respectful of Diversity, Equity, and Inclusion considerations to guarantee that Kahtoola is a positive and amazing place to work for every current and future Associate.

#### **Required Job Qualifications**

- Bachelor's or advanced degree in human resources management, business management, or equivalent experience
- 5 to 10 years of experience working in general human resources or a related role
- Demonstrated ability to navigate intra-team dynamics and handle sensitive topics with professionalism
- Excellent written and verbal communication skills for both internal and external audiences

This is a year-round, full-time position located in Flagstaff, AZ.

Kahtoola is committed to a drug-free workplace. All employment is contingent upon successful completion of background screening. Kahtoola requires all applicants to be eligible to work in the U.S.

Kahtoola is an equal opportunity employer. Qualified candidates will be considered for employment regardless of race, color, religion, national origin, sexual orientation, gender identity, age, disability, or veteran status.