



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING
December 7, 2016

Job Title: Labor Solutions Administrator
Department: Labor Solutions
Supervisor: Director of Labor Solutions
Posting period: Through December 16, 2016
Grade: 11 **Minimum Salary \$40,013**

Human Resources Representative: Melissa Vele, Director of Human Resources. Applicants can submit their resume via: e-mail hronline@javitscenter.com or fax (212 216-4484).

Job Summary:

This role will be accountable for the efficient day-to-day operations of the Labor Solutions department.

Major Duties and Responsibilities:

1. Plans, organizes, delineates and schedules duties and responsibilities of office staff.
2. Manages daily operations, workflow, work schedule to ensure appropriate staffing levels and monitoring overtime to ensure an effective and efficient front office.
3. Manage all office operations, including facilities, equipment, office supplies, employee uniforms and vendor management.
4. Designs and implements office guidelines/documents and policies to ensure an organized and clean work environment.
5. Timely responds to internal and external customer's inquiries regarding; policies, procedures, work schedules and time payment inquiries.
6. Assists in preparation and maintenance of contracts and contract proposals.
7. Oversees the Human Resource related tasks including interviewing, hiring, orientation, and training and performance evaluations, processing paperwork and maintaining employee records.
8. Performs timekeeper responsibilities for Labor Solutions Department.
9. Creates and prepares confidential business spreadsheets, track data, and compile information and statistical reports.
10. Performs other related duties and activities as required.

Preferred Skills, Knowledge and Experience:

- Minimum Bachelor's Degree or equivalent work history.
- Knowledge of office management with demonstrated strong organizational skills and attention to detail.
- Minimum of 3 years' supervisory experience, Human Resources experience a plus.
- 3-5 Years of HRIS/ Payroll processing experience preferred.
- Advanced Computer knowledge: MS Office (Word, Excel, Access and Outlook).
- Customer Service oriented, strong interpersonal skills, ability to work in a fast forward environment.
- Excellent verbal and written communication skills.
- Ability to multi-task in a fast paced environment and maintain strong attention to detail.
- Ability to maintain a high level of confidentiality at all times.
- Ability to work with all levels of employees.
- Be an active participant in a "hands-on" work environment.
- Flexibility to work varying shifts, including nights, weekends, holiday and occasional 6-day work weeks as dictated by the Event schedule.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER